

## **Massachusetts Climate Action Network (MCAN) Executive Director**

The Massachusetts Climate Action Network (MCAN) seeks a full-time Executive Director to be located in Boston beginning at the start of April 2020. Reporting to the Board of Directors, the Executive Director (E.D.) will have overall strategic and operational responsibility for executing MCAN's strategic vision, leading and managing its staff and programs, and expanding fundraising efforts. The E.D. will facilitate leadership and engaged interaction across the MCAN network as well as help to inform and mobilize its chapters and larger community in support of statewide policies related to climate change.

We seek an inspirational and innovative individual who is resourceful, driven, collaborative, committed to climate progress, and capable of taking MCAN to the next level. This is an exciting opportunity to lead a nimble, inventive, and mission-driven non-profit with strong roots in the Massachusetts climate space.

MCAN is committed to the principles of diversity, equity, and inclusion, and encourages all qualified persons to apply.

### **About MCAN**

MCAN is a statewide organization that coordinates the work of locally organized chapters across Massachusetts fighting the climate crisis. MCAN's role as a facilitator of municipal-level action is unique among Massachusetts environmental groups. We empower our local chapters by enhancing communication, promoting town-level projects that improve communities, decreasing climate change-causing pollution, and reducing development time for those projects. MCAN speaks on behalf of all chapters to improve Massachusetts energy and climate policies and programs.

We are a large and vigorous community of more than 50 affiliated local groups (representing more than 100 Massachusetts cities and towns), thousands of members, and many other stakeholders who communicate, network, and share information related to climate action. Our chapters represent a broad cross-section of community-based grassroots organizations, and we also work closely with other environmental and community-focused organizations, including partnering to host an annual local environmental action conference. MCAN was founded in 2000, and in 2009 became a 501(c)3 nonprofit.

More information about MCAN can be found [here](#) and its staff and board [here](#).

**Responsibilities: The key role of the ED is to inspire, motivate and manage staff and volunteers to collectively achieve the maximum contribution to the organization's mission and primary responsibilities include:**

- Develop and execute the overall strategic plan (provided below), in collaboration with the Board.
- Develop and implement operational plans, policies, and goals that further MCAN strategic objectives.
- Fundraise in support of and to expand the annual and long-term budget, including the creation of grant proposals and fundraising campaigns. Plan and attend select Board and Chapter Education meetings.
- Manage at least 2 program staff, a full-time fellow, and 2-3 interns.
- Cultivate and build alliances with community and advocacy groups and public officials in order to effectively collaborate on policy and program efforts related to energy and climate.
- Ensure communication and information flow to and among MCAN-affiliated aligned local groups, including sharing ways in which chapters can contribute to state and local policy development.
- Act as the spokesperson for MCAN, and represent MCAN in statewide policy issues as appropriate.
- Work with the Treasurer to prepare the annual budget for board approval, and operate within the established annual budget.
- Ensure compliance to minimum standards in accordance with all government legislation, regulations and guidelines pertinent to the organization's role as an employer and non-profit agency, including limitations on lobbying activities.
- Submit all information, reports and records as requested or required by law to appropriate government officials and the Board.
- Keep the board updated on project, financial and legal activities of MCAN via regular meetings and communications.
- Other duties as needed.

Due to MCAN being a grassroots organization, evening, early morning, weekend meetings, and local travel within the state are necessary.

### **Skills and Qualifications**

- Bachelor's degree plus several years of professional experience working directly with climate-related issues in a non-profit (preferred), public or private sector setting; or Master's degree in a relevant field plus relevant professional experience. Comparable experience will also be considered.

- Success in fundraising including grant funding and individual donor gifts.
- Strong knowledge of - and desire for continuous learning about - climate issues, including state policy initiatives.
- Demonstrated leadership capabilities at the personal, board, organizational and coalition levels.
- Program, staff, and budget management experience and organizational skills.
- Familiarity with grassroots organizing.
- Financial acumen sufficient to guarantee accountability and understanding of non-profit management.
- Self-initiation of tasks and the ability to succeed with minimal oversight.

**Job Location:** Boston, Massachusetts

**Employment type:** Full time

**Salary and Benefits:** MCAN offers a salary of \$60,000 and generous paid vacation, personal, and sick time. The board is committed to a salary review and anticipates an increase for close of year 1, pending fundraising success.

**Timeline:** With the current ED's planned departure in mid-May 2020, the new ED will begin in early April 2020 to enable a period of overlap and training.

**Contact:** Please send a resume, cover letter, and three professional references to [executivedirectorapplications@massclimateaction.net](mailto:executivedirectorapplications@massclimateaction.net). Applications will be reviewed immediately, and accepted on a rolling basis until position is filled.

### **MCAN Vision and Mission**

#### **VISION (desired long-term impact)**

MCAN works with and advocates for Massachusetts cities and towns to be the best in the nation in addressing climate change

#### **MISSION (how we embody/fulfill our Vision)**

To fulfill its Vision, MCAN will:

- Have a positive impact at the local level through work with City and Towns Chapters.
- Maintain, coordinate, and enhance a State-wide network of individuals and groups.

-Advocate at the State level for policies and practices in partnership with local cities and towns.

-Develop cutting edge and future oriented policies and practices that address climate change.

**OBJECTIVES** (how we will carry out the mission items over the next three years)

Have a positive impact at the local level through work with City and Town Chapters.

- Develop and disseminate information on climate-smart solutions to city and town level chapters
- Bring existing chapters together in an active and dynamic learning network
- Increase the number of chapters

Maintain, coordinate, and enhance a State-wide network of individuals and groups.

- Enhance and maintain a robust communication strategy
- Serve in a leadership capacity on a selected number of statewide coalitions

Advocate at the State level for policies and practices in partnership with local cities and towns.

- Advocate for selected state legislation
- Establish a small set of legislative priorities

Develop cutting edge and future oriented policies and practices that address climate change.

- Identify innovative ideas and corresponding policies and programs
- Disseminate clear and meaningful information
- Mobilize support to establish proof of concept pilot programs