

**Program Director
Bedford 2020 Coalition
Job Description**

Reports to: Executive Committee of Bedford 2020 Coalition Board of Directors

The Organization: The Bedford 2020 Coalition is a nonprofit whose mission is to lead a community wide effort to reduce greenhouse gas emissions 20% by 2020 and to create a sustainable community that conserves its natural resources. In February 2010, the Town of Bedford unanimously passed a Climate Action Plan (CAP), recommending over 70 different ways our community could reduce greenhouse gas emissions and conserve our natural resources. The Bedford 2020 Coalition has been charged by the Town with the responsibility of engaging all members of the community to help implement this plan.

The Plan: Bedford 2020 has created nine Task Forces to give focus to and lead this effort. Most of the Task Force leaders are in place, members have been identified and goals and objectives have been set. It will be the Program Director's responsibility to support the efforts of each Task Force. One overarching objective is to obtain as broad involvement of the community as possible. The first five Task Forces are subject matter based: Energy, Waste/Recycling, Water/Land Use, Food/Agriculture and Transportation. Four additional Task Forces are user based: Business, Schools, Religious and Civic.

Organizational Culture: The Program Director, working closely with the Executive Committee of the Board as well as Task Force Chairs and members, should create and nurture a culture of collaboration, team play and creativity that can drive this ambitious program to a highly successful conclusion over a nine year period. A critical aspect of our success will be creating in the community a sense of ownership and participation in the mission of Bedford 2020.

Basic Function: The Program Director will be responsible for establishing a small efficient office with minimum staff to maintain records, handle the modest financial affairs of the organization including budgeting and tracking performance against budget, keep the Executive Committee, Board members and Task Force Chairs informed on a real time basis and coordinate efforts with the organizations and political leaders in the community.

Principal Responsibilities: Working closely with the Executive Committee, Board of Directors and other stakeholders, the Executive Director will:

- Oversee and promote the work of the nine Task Forces.
- Working with the Executive Committee, assist in the development and implementation of an internal communications program that will inform and engage Board members and Task Force leaders and an external communications effort that will inform and engage the community at large, and motivate participation by as many individuals in the community as is practical.

- Maintain records with an eye toward the replication of this endeavor in other municipalities, especially those that are members of the Northern Westchester Energy Action Consortium (NWEAC).
- Provide monthly financial reports to the Executive Committee and quarterly reports as to progress toward achieving established goals,
- Support grant writing and other funding initiatives,
- Manage human resources, recruit and manage pro bono support, work with the Board to recruit staff and interns as necessary, and
- Serve as spokesperson for the project and develop good working relationship with the press and other sources of publicity.

Experience:

- Must have substantial experience working on a range of community projects and have a working knowledge of best practices relating to campaigning, community activation, community organization, community marketing
- Experience reporting to and working with a not for profit board of directors is highly desirable,
- Experience driving projects to conclusion with little direct staff support is essential
- Experience managing a team to achieve challenging goals on a tight schedule, preferably in a nonprofit environment, is highly desirable.

Personal Skills/Attributes:

- A self-starter with a high energy level, a strong work ethic and the proven ability to multitask,
- A superb communicator, both orally and in writing, who can run a well-structured meeting and speak effectively to both small and large groups,
- A team player and collaborator who works comfortably with people at all levels of government, business, the not-for-profit world and the general community,
- A person of sound judgment and vision who is innovative and strategic in his/her thinking,

- A proven leader who sets high standards and is of unquestioned integrity.

Qualifications/Competencies:

- Must be computer literate and familiar with social networking tools, web technologies and other basic programs,
- Able to develop strategic plans, budgets and basic financial reports,
- Marketing is a key competency as are standard management skills such as data management, supervisory and sales skills and web based communication skills and personnel management,
- Must be a licensed and insured driver with a reliable car,
- Must have demonstrated the ability to forge and maintain relationships with internal and external stakeholders,
- Must be committed to and have a passion for protecting the environment and value the importance of reducing green house gas emissions for the health and wellbeing of our community and our country.

Education: An undergraduate degree from an accredited college or university is required and an advanced degree would be a plus.

Location: The Town of Bedford is located 45 miles north of New York City. The Town of Bedford, with its 39.3 square miles encompassing the hamlets of Bedford Village, Bedford Hills and Katonah, is situated in northern Westchester County, with 18,133 residents.

Compensation: Compensation will be commensurate with the skill set of the candidate.

Contact Person: Interested parties should submit a resume as well as a statement of interest in the position by email attachment to info@bedford2020.org