

CLIMABLE

— .ORG —

Please note! This document is evolving; please consider it a draft.

Title: Executive Director

Summary

Climable.org is searching for a powerful and dynamic change-maker to lead our team. As we are a small organization, team members wear many hats and must demonstrate flexibility and willingness to learn new skills/try different techniques. This role will be instrumental in establishing how the organization can function as efficiently and effectively as possible, while maintaining a high quality of work and staying true to our end goals of environmental justice and energy democracy.

About Us

Climable is a woman-run nonprofit based in Cambridge, Massachusetts. Incorporated in 2012, our mission is to make clean energy and climate science understandable and actionable for all. We aim to promote our goals of environmental justice and energy democracy in all of our projects. Our work falls into two main buckets: general content that helps distill the complex world of energy so people can learn about these topics in easy-to-understand language and clean energy accessibility projects. The clean energy accessibility projects are often coalition-based or municipally-funded. Climable's role in these projects is to serve as technical translators to ensure all parties understand the information behind the choices that need to be made. As we work with many environmental justice communities, we also strive to be active listeners that champion what the community wants and needs, which at times requires challenging the business-as-usual approach.

Position Objectives

We are a small and scrappy organization that has experienced incredible growth over the past few years. Our services are in demand! We are looking for a seasoned professional who can help us get the policies and structures in place to create a sustainable and equitable workplace. We are also looking for someone who can navigate the opportunities presented to us so that we choose work that is well-suited to our skill set and mission. As we evolve, our leader should know that they can rely on our staff and Board for support as we believe collaboration has always been a key to our success. As interest in technical translation and microgrids is on the rise, it is important that we grow thoughtfully and intentionally. The new Executive Director will help make key decisions on fundraising strategy, staffing, and major organizational changes; they will also need to be available to advise staff on strategy and more.



CLIMABLE.ORG
climate. science. action.

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Role and Responsibility

- Make financial and budgeting decisions
- Oversee staff and ensure their alignment with Climable's mission, goals and objectives
- Assist operations with regards to contracts and invoicing
- Assist with high level project management planning for all projects
- Assist with current Letters of Interest, budgets for project proposals, and grant applications
- Advise staff on project-related questions
- Participate in weekly team meetings
- Serve as the face of the organization at events
- Liaise with Board of Directors
- Organize and lead fundraising efforts

Qualifications

- Strong communicator and critical thinker
- Familiar with QuickBooks Online and Salesforce NonProfit
- Project management and staff oversight experience strongly preferred
- Experience negotiating contracts and developing budgets
- Previous nonprofit leadership or business administration experience preferred
- Experience in energy or environmental field strongly preferred
- Demonstrated track record of commitment to justice, equity, diversity, and inclusion

Hours and Compensation

- We anticipate 35-40 hours a week; work typically falls to normal business hours, though there are occasional evening and weekend events for which we encourage people taking comp time
- This is a hybrid remote position with at least one in-office day per week, more are welcomed
- Salary is \$85,000 to \$95,000 annually, commensurate with experience
- Holidays and vacation time: the office is closed the last week of the year to encourage everyone to take a break and we observe all federal holidays. In addition, a paid time off policy is being developed.
- Sick time: 5 days paid sick time annually.
- Family leave: Paid Family and Medical Leave (PFML) per Massachusetts law
- Additional benefits include a flexible schedule, flexible working location, and working with a great team! Please note, due to the small size of our organization we have had limited options when it comes to benefits. We are currently and aggressively looking to build out a competitive and equitable benefits package and the person hired for this role can help inform that work.

Work Style and Organizational Culture

- Passion for creating structural change, advancing racial justice, and creating projects that promote clean energy equitably while reversing inequities in the energy system
- Strong team player with ability to work virtually
- Drive to achieve and exceed goals and objectives, think creatively to develop strategies, and course correct as needed
- Respect for community-based models of change and commitment to empowering community partners
- Comfort working on a small team with big ideas and goals
- Attention to detail and commitment to a high quality of work product

Other Considerations

Climable has a shared office space with another organization. Both of our organizations have a Covid19 vaccination policy that was created to protect the wellbeing of our staff and their loved ones. The policy requires that all staff be fully vaccinated for Covid19 as per the CDC definition of Full Vaccination, which can fluctuate. Please consult the CDC website for the most up-to-date guidance on vaccinations. Should an exemption be requested, the team will take into consideration cases where there are medical circumstances, and the requests will be evaluated on a case-by-case basis and consistent with applicable law.

We recognize that women and People of Color are less likely to apply to jobs unless they meet every single qualification. Climable is dedicated to building a diverse and inclusive work environment. Please know that if you are excited about this opportunity, but our desired qualifications do not align perfectly with your experience, *we still encourage you to apply!*

We will be accepting applications on a rolling basis. To apply, please email your resume to jobs@climable.org with the subject line "Executive Director."

Climable is an equal opportunity employer and provides equal opportunities to all employees and applicants for employment. To learn more about our diversity, equity, and inclusion statement, please visit our website.