

Executive Director Position

The Western New York Sustainable Business Roundtable (SBR) is seeking a dynamic individual to lead to the organization as its Executive Director. Established in 2014, the SBR is a membership-based organization that includes key regional businesses working to integrate sustainability into their organizations to benefit the environment, people and their bottom line. The SBR focuses on growing and supporting an environmentally and economically resilient community that prioritizes the well-being of current and future generations. Our business leaders across industries and in both public and private companies are optimizing use of energy and materials, reducing waste and pollution, enhancing community investment, investing in people and taking climate action. By leveraging the collective knowledge and lessons learned from member organizations, along with sustainability subject matter experts across our network, the SBR offers advice and inspiration, along with access to tools that help reduce risk and advance sustainability.

The Executive Director for the Western New York Sustainable Business Roundtable is responsible for conducting the day-to-day business of the organization, advancing the strategic plan and achieving the vision of the Board of Directors who provide extensive volunteer service to the organization. The Executive Director reports directly to the Board President with support and input from the Deputy Commissioner of the Erie County Department of Environment and Planning and the University at Buffalo's Chief Sustainability Officer.

As the sole professional staff member of a small non-profit with a growing membership base and increased regional interest, the selected candidate has a unique opportunity to grow both capacity and impact of WNY SBR.

Ideal candidates will demonstrate they have exemplary experience which includes but is not limited to:

- A solid understanding of business sustainability and the major megatrends advancing this field, as well as five years of professional work experience in the sustainability field
- Excellent strategic communication skills with strong implementation experience which includes effective planning, outreach skills, writing, messaging and web development and social media savviness
- A high degree of professionalism and relationship building skills, with a proven track record of building and/or managing effective coalitions
- Financial acumen and fundraising and development experience
- The ability to prioritize activities based on the needs of the organization and build and manage effective programs with high impact
- Strong experience with event coordination and execution
- Superior organization and attention to detail

In addition, key responsibilities of the position include:

- Implement the organization's strategic plan with short, mid and long-term initiatives
- Coordination of:
 - Board activities and meetings including 6-7 active volunteer committees and the WNY Clean Production Leaders Program

- All education, tours and networking events including the annual Sustainable Business Summit, as well as event and program evaluation
- Ensure consistent quality of finance and administration, which includes monthly bookkeeping (categorizing expenses, tracking payments, invoicing and monthly financial reporting, yearly budgeting and ensuring contract and tax compliance)
- Revision of the Recognition Program and reviewing applications
- Provide leadership for and advance all revenue generation and corresponding reporting requirements across a diverse portfolio of grants, member dues, sponsorship, etc.
- Develop and implement communications strategy which includes marketing, web & newsletter content, social media and other aspects
- Oversee membership relations including growth and recruitment of new members, support to members' sustainability plans and ongoing engagement in committees and events
- Represent SBR with key external partners in the WNY community and beyond
- Supervision of intern(s) and future staff
- Maintenance and development of SBR data, lists and information

Compensation and benefits are commensurate with experience.

Please submit a resume and cover letter to Ms. Jomarie Woltz at jwoltz@buffalo.edu.