



Concerned Citizens of Montauk President Job Description

Concerned Citizens of Montauk (CCOM) is an environmental advocacy and education non-profit founded in 1970 and based in Montauk, NY. The President oversees all projects, programs, litigation issues, public outreach to donors, stakeholders and the general public, maintaining and strengthening relationships within the Montauk and broader environmental & civic communities. The President is responsible for the management, development and implementation of CCOM's mission, strategic plan and budget on behalf of the Board of Directors, as well as the management of daily operations and staff. The President's position requires a clear organizational vision, excellent management communications, interpersonal and organizational skills, with business/nonprofit experience and an educational background and practical experience in land use, environmental sciences and environmental law along with a detailed knowledge and understanding of local, regional, state and federal regulatory structures.

Responsibilities

- Ensure CCOM's continued programmatic excellence, rigorous program evaluation, consistent quality of finance and administration, fundraising, communications and organizational systems.
- Recommend timelines and resources needed to achieve CCOM's strategic goals.
- Actively engage and energize CCOM volunteers, board members, event committees, partnering organizations, and funders.
- Management of the morale of the organization and individuals associated with it.
- Create and ensure board of directors (BOD) support for CCOM's programs, initiatives and strategic goals.
- Develop, maintain, and support a strong board of directors; seek and build board involvement with strategic direction for both ongoing local operations as well as for wider rollout.
- The President, board and committees will routinely consult each other on significant decisions and initiatives before action is taken.

Leadership and Management

- Work closely with the BOD and staff to develop an environmental agenda & outreach programs and to establish organizational goals and plans to implement CCOM's mission.
- Work with the BOD and staff to conduct ongoing reviews of local, state and regional authorities and permitting processes, relevant scientific research, reports and other documentation of environmental issues affecting Montauk.
- Integrate programs with fundraising, outreach, development and other activities.

- Establish and direct proactive and reactive environmental protection strategies.
- Conduct regular evaluations of program implementation and provide regular progress reports to the BOD.
- Responsible for fiscal management and developing and implementing fundraising plan/activities.
- Oversee day-to-day activities. Establish clear goals and standards for staff performance and systems of accountability. Recruit, retain and supervise qualified staff and interns.
- Work with staff to develop and maintain a membership base, including volunteers.
- Create and implement an organizational development plan in cooperation with the BOD.
- Identify grant opportunities, submit applications and manage all grants and deliverables.
- Aggressively seek out new funding sources and innovative ideas for revenue generation, including individual donors, fundraising events and other opportunities.
- Work with staff to organize and manage special events.
- Maintain positive, professional relationships with potential and current funders.
- Prepare regular fiscal reports including financial statements, cash flow projections, balance sheets and budget to actual statements. Present organizational budgets at regular Board meetings and as requested by the BOD.
- Implement sound fiscal practices and ensure accurate recordkeeping and timely payment of bills.
- Negotiate, execute and manage all contracts in accordance with the by-laws and under supervision of the BOD.

Board Relations

- Work collegially and collaboratively to accomplish organizational goals and support Board governance and oversight.
- Support, prepare for and attend Board and committee meetings as requested.
- Assist with recruiting, managing and supporting members of BOD and committees.

Communications and Partnerships

- Strengthen relationships within the environmental movement in Montauk, East Hampton and the region.
- Maintain positive relationships with current and potential partners including members, community based organizations, recreation and sporting organizations, schools and clubs, environmental groups, local agencies, and authorities and officials.
- Identify and collaborate with the many stakeholder groups in eastern Long Island to build support for CCOM's programs and to increase public awareness of key environmental issues.
- Develop and implement a proactive public relations plan to support program objectives and build brand recognition.
- Oversee regular updates and maintenance of the website and social media outlets.
- Work with staff, BOD and volunteers to routinely inform the public about environmental issues affecting Montauk through newsletters, electronic communications, press conferences and releases, media interviews and speaking engagements.

Qualifications & Expectations

- A demonstrated passion and commitment for preserving the environment.
- Bachelors or advanced degree from an accredited college or university. Experience in land use planning preferred.
- Minimum of 5 years professional experience and background with resource and conservation management, biological or earth sciences, environmental enforcement proceedings, advocacy and community education and engagement or other equivalent and relevant areas.
- Management and leadership experience, preferably within a nonprofit.
- Strong understanding of legal and regulatory framework surrounding environmental issues.
- Excellent verbal and written communication skills, engaging public speaker.
- A demonstrated ability to work cooperatively and effectively with a variety of agencies and diverse groups, including local, regional, state, and federal agencies, NGO's, business interests, elected officials, and private citizens.
- Ability to think creatively and strategically and to align resources based on organizational needs.
- Prior experience in successfully hiring, training, managing and leading staff.
- Ability to work effectively both independently and within a team environment and ability to develop open communication with the Board, donors, staff, volunteers, partners and others.
- Must have the ability to attend evening and weekend meetings and events, as well as occasionally work nontraditional, but flexible work hours in order to fulfill position responsibilities.
- Achieve high-impact, tangible, and measurable success towards environmental protection in line with the organization's mission.
- Increase revenue for the organization.
- Build organizational capacity by developing annual as well as multi-year strategic plans that integrate programs with development and communications goals, increase staff and / or volunteer capacity, develop new strategic and long-term partnerships.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

To apply for this position:

- Please email a current resume, a cover letter describing your interest in the position and a 2-3 page writing sample to: Info@PreserveMontauk.org
- In the subject line of the email, please include the following: "Your Full Name / Application for President"
- Please do not call regarding the position
- Applications will be reviewed as they are received.
- Applications will be accepted until the position is filled.