

# IMPROVING KIDS' ENVIRONMENT



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## Job Announcement: Executive Director

Improving Kids' Environmental (IKE) is seeking a full-time executive director. IKE is a non-profit, 501(c)(3) corporation that has been Indiana's primary advocate for children's environmental health for over 12 years. IKE works to prevent lead poisoning and reduce asthma in children and promote healthy homes, schools and childcare facilities. IKE's general approach is to work within current systems to bring about important policy changes that protect children. With the support of its Board of Directors and a cadre of volunteers and contractors, IKE works with stakeholders that include elected officials, government staff, businesses, and other public interest organizations to find solutions that work. IKE maintains a website, publishes a newsletter, participates in numerous workgroups and committees, hosts the annual Indiana Lead-Safe and Healthy Homes Conference, conducts action-oriented research, and supports legislative and regulatory efforts.

### Qualifications

The IKE Board of Directors is seeking a proven leader with excellent communication and organizational skills, as well as a personal commitment to children's environmental health. Candidates should possess the following essential qualifications:

- Minimum of a Bachelor's Degree
- Experience in organizational leadership
- Demonstrated ability to work independently
- Demonstrated writing skills
- Knowledge of or experience with environmental issues
- Successful grant-writing or fundraising experience

The following qualifications would be assets:

- Experience working in a non-profit organization
- Experience working with state, city and county governments and agencies
- Experience working with diverse populations
- Strong public speaking skills
- Budget management skills
- Demonstrated ability to build and work with a coalition
- Experience organizing conferences, seminars, or summits

- Legal or scientific background
- Advanced degree

IKE's Board of Directors anticipates that the new Executive Director will bring his or her interests and experiences to the work and, in cooperation with the Board, adapt IKE's priorities to find the best fit. Certain core values and goals are expected though. They include:

- Emphasizing the public's right-to-know about environmental threats to children;
- Working cooperatively with stakeholders while being firmly focused on tangible, policy-oriented improvements to systems that protect children.
- Seeking practical solutions.
- Maintaining scientific integrity and high quality work.

## **Job Description**

The Executive Director (ED) will lead IKE in its current advocacy and educational efforts as well as develop and implement future initiatives. The ED, with the support of the Board of Directors, is responsible for fundraising, which includes grants and donations, and for the fiscal management of the organization. The ED is responsible for personnel management, which currently includes an administrative assistant and several contractors. The ED is responsible for IKE's policy development, strategic planning and communications. The ED reports to the Board of Directors.

## **Application Process**

IKE's Board of Directors has established a selection committee to review applications and interview potential candidates. The entire Board of Directors will interview the final candidates and select the next Executive Director. Salary will be determined based upon the successful candidate's level of experience. Benefits and salary are negotiable.

Applications must be received on or before **February 15, 2012**. Applicants should provide a cover letter and include salary expectations, references and their resume or curriculum vitae. The materials should be sent to IKE by Email to [EDSearch@ikecoalition.org](mailto:EDSearch@ikecoalition.org) .

Improving Kids' Environment is an equal opportunity employer.