

Warren Wilson College
Environmental Leadership Center
Position Description

POSITION Executive Director/Chief Sustainability Official

REPORTS TO: President

DEPARTMENT Environmental Leadership Center

POSITION SUMMARY

The Executive Director of the Environmental Leadership Center provides the leadership for this mission: “to raise awareness of local, national, and global environmental realities and to inspire caring citizens – especially our youth – to reflect, to communicate, and to act as responsible caretakers of the earth.” The Executive Director is responsible for insuring that all the programs of the ELC deliver this mission and serve the educational objectives of the College and to provide leadership as needed, on campus and beyond, for the College’s environmental/sustainability mission. Supervises: Administrative Assistant, Director of ELC Community Outreach, ELC Education Director

SPECIFIC RESPONSIBILITIES:

- Leadership, oversight and responsibility for all programs of the ELC.
- Management and oversight of the staff of the ELC: Administrative Assistant, Director of ELC Community Outreach, ELC Education Director.
- Oversight for sustainability advancement on campus.
- Serves on the College’s President’s Advisory Council as Chief Sustainability Official.
- Responsible for ELC strategic planning, in collaboration with the President, to insure the mission of the College is served well through all ELC programs.
- Responsible for ELC budget oversight and accountability.
- Works closely with Advancement to cultivate and solicit donors with an environmental or sustainability interest and assists the grantwriter in support of ELC programs.
- Insures effective evaluation and continuous improvement for all ELC programs.
- Prepares ELC Council of Advisors for transition to the Council of Visitors and cultivates wide network of WWC friends and donors.
- Serves on College committees and task groups as appropriate.
- Makes public presentations as appropriate.
- Manages ELC speaker series.
- Serves as editor of Catalyst and Internship Portfolio.
- Advises on sustainability initiatives campus-wide as appropriate (including measurement, campaign development, curriculum, and operations). Develops external communication about accomplishments.

- Represents the College externally, as appropriate.

WORKING CONDITIONS

- Office environment
- Some travel required

QUALIFICATIONS

- Master's preferred or demonstrated, equivalent experience
- Advanced leadership, fundraising, and management skills
- Excellent oral and written communication skills
- Committed and fluent environmental/sustainability advocate