

<b>POSITION</b>	Executive Director
<b>ORGANIZATION</b>	Center for Creative Land Recycling (CCLR)
<b>LOCATION</b>	San Francisco/Oakland
<b>REPORTING RELATIONSHIP</b>	Reports to the CCLR Board of Directors
<b>WEBSITE</b>	<a href="http://www.cclr.org">www.cclr.org</a>

The current Executive Director of CCLR, Sarah Sieloff, will be leaving the organization in early 2020 after leading it for five years so that she can pursue a prestigious fellowship abroad studying urban policy. CCLR is seeking a new dynamic Executive Director to take the reins from Ms. Sieloff and to continue the expansion of CCLR’s impact nationwide.

**About CCLR:**

The Center for Creative Land Recycling (CCLR) is the nation’s leading non-profit organization devoted exclusively to championing land cleanup and reuse. CCLR’s mission is to enable communities to develop sustainably and equitably by restoring underutilized properties to productive reuse. The organization serves as the major non-profit thought leader in the area of land recycling, and convenes, consults, and collaborates with communities, government agencies – including the U.S. E.P.A. and state environmental agencies – and the private sector to encourage the development of impacted land in ways that reduce inequity and increase community wellbeing. CCLR serves as a trusted advisor, facilitator, and project manager focused on the various aspects of urban infill and brownfield redevelopment. Our work builds local capacity to create job-generating redevelopment, restore the environment, and build more equitable, healthy and prosperous futures.

CCLR has experienced substantial growth since its founding in 1996, and since 2015 has evolved from its West Coast roots to become a national organization with offices in Oakland and New York, supporting robust local programs in New York, New Jersey, and Puerto Rico as well as California, Nevada, Arizona, Alaska, Hawaii, Washington, Oregon and Idaho. In addition to its state-specific programming, CCLR is a national thought leader on land recycling and a leading advocate for funding and improved land reuse policy at the state and federal level. The organization has been nationally recognized (including recognition by the U.S. E.P.A.) for its leadership on community revitalization, and for its focus on social and economic equity. In 2018 alone, CCLR provided 265 communities with individual technical assistance, and served over 3000 with webinars and workshops.

CCLR is seeking a dynamic Executive Director to lead the organization to the next level in growth, funding and program capacity. The following are the responsibilities and desired qualities in our next Executive Director.

## **The Executive Director's Responsibilities:**

### Mission-related Responsibilities:

1. Ensure CCLR's consistent achievement of its mission and goals.
2. Work closely with CCLR's Board of Directors and Advisory Committee to develop the organization's short- and long-term strategic plans, and to spearhead program implementation.
3. Support and seek guidance of/from the Board of Directors, including maintaining and facilitating a meeting schedule for the full Board, and overseeing the progress of various Board committees.
4. Serve as CCLR's spokesperson in promoting the organization, its work, and proposed policy reforms.

### Financial-related Responsibilities:

5. Develop and oversee the organization's budget, annual audit, accounting processes, and financial reporting to the Board and required governmental agencies.
6. Ensure continued, reliable sources of revenue from existing sources and programming, and by diversifying and building upon CCLR's funding base across grants, sponsorships, contracts, individual gifts, and earned revenue. This charge includes managing and developing funder relationships across a variety of private and governmental institutions and donors, from individual supporters to corporate sponsors and foundations.
7. Manage and expand CCLR's federal, state and local grants and contracts, including related reporting, administration, and communication with funders/clients.

### Organizational and Program-related Responsibilities:

8. Hire and supervise staff and consultants, implement the organization's performance management process, and ensure opportunities for staff growth and development. Complete annual performance reviews for staff and make recommendations for compensation adjustment and staffing levels to the Board of Directors. Ensure compliance with all applicable laws, rules and regulations by managing administrative and legal oversight in areas including human resources, benefits administration, insurance, fundraising, advocacy, and labor and non-profit law.
9. Work with the Deputy Director and Program and Operations Manager to design and implement CCLR's technical assistance and education programs.
10. Oversee development and execution of communications strategies, including website, social media, and database.

11. Establish and foster high level contacts among financial institutions, federal, state, and local regulatory agencies and local, state and federal elected officials to help shape and promote regulatory and financial policies and practices designed to facilitate brownfield redevelopment consistent with CCLR's goals and mission. Work with organizational partners and CCLR staff to design and implement related advocacy efforts at the federal, state and local levels. This may include providing testimony at public meetings, organizing letters, or organizing advocacy days in Washington, D.C. or state capitals.
12. Develop and maintain an organizational climate that attracts, inspires, retains and motivates top quality staff, consultants, volunteers, Advisors and Board members.

**Professional Experience/Qualifications:**

1. An undergraduate degree is required, and advanced professional degree(s) (or equivalent experience) is preferred in fields generally related to CCLR's mission (e.g., environmental sciences, urban planning, public policy, government, and/or not-for-profit business administration).
2. A proven record of business development and fundraising from foundations, corporations and individuals.
3. Demonstrated record of successfully securing and executing federal, state and local contracts and grants.
4. Experience in community development and issues related to equitable and sustainable urban development.
5. Experience in a prior senior management role financial and management responsibilities, general administrative and managerial experience, and hands-on budget management skills, (including budget preparation, analysis, and reporting).
6. Knowledge of and experience with brownfield redevelopment, community development, environmental justice, toxic or hazardous waste remediation, local government function, and related policy areas.
7. Ability to travel within the United States and Puerto Rico (approx. 15% percent of the time).
8. Fluency in Spanish a plus.

**Personal Attributes:**

1. A commitment to and passion for the mission and work of CCLR.
2. A "big picture" mind capable of strategic thinking and long-range planning in an environment of evolving government brownfield policies, government funding, and environmental science.

3. An entrepreneurial sense (especially regarding expanding CCLR's programming and financial basis of support), flexible business-savvy, and ability to make decisions.
4. Outstanding written and oral communication skills, enabling the Executive Director to be a dynamic spokesperson for CCLR and its mission.
5. A dynamic, collaborative, and collegial spirit and a philosophy of inclusiveness that encourages participation, and facilitates the sharing of knowledge.
6. Diplomacy and sensitivity to interact with a wide array of stakeholders, and navigate through the priorities and needs of different audiences to make sure they feel heard and valued
7. A desire to make a long-term commitment to the organization.

Please send a cover letter, resume and writing sample to Deputy Director Jean Hamerman, [jean.hamerman@cclr.org](mailto:jean.hamerman@cclr.org), with subject line "ED Application." Applications will be reviewed on a rolling basis through October 18, 2019.

CCLR offers a competitive salary commensurate with experience and qualifications, and a generous benefits package, including medical and dental benefits, a 401k plan, and PTO.