



Florida Conservation Voters

FLORIDA CONSERVATION VOTERS EXECUTIVE COORDINATOR JOB DESCRIPTION

General description:

Florida Conservation Voters (FCV) works to turn environmental values into local, state, and national priorities. FCV advocates for strong environmental policies, holds elected officials accountable for their votes and actions, and elects pro-environment candidates who will champion our priority issues.

FCV is committed to engaging new constituencies and to diversifying the environmental movement. Through grassroots community outreach programs, FCV aims to foster strong local and state leadership within Latino and African American communities to build partnerships focused on addressing our state's most important environmental issues, like protecting our drinking water and fighting the harmful effects of pollution and climate change.

FCV is seeking an Executive Coordinator to ensure the Executive Team is operating at peak efficiency and that our office is a highly functional, inspiring place to work. The Executive Coordinator also serves as a liaison to the Board of Directors.

The ideal candidate will be someone who is highly organized with a knack for improving processes and solving problems. They will be a clear and confident communicator, a skilled manager of competing priorities, and a methodical planner who likes logistics and moving work across the finish line. This position is an opportunity to become the point person for the leadership team of a statewide environmental and political organization, create working environments that support strong teamwork, and develop leadership skills with the support and guidance of leaders in the political arena and environmental community.

Core responsibilities include:

Executive Support - 65 percent

- Serving as the gatekeeper and the gateway by planning, coordinating and protecting schedules to ensure they are followed and respected, and creating win-win situations for direct access to the Executive Director's time and energy;
- Communicating directly and on behalf of the executive team with board members, donors, staff and others to keep them informed and engaged in opportunities to further FCV's goals;
- Coordinating workflow on projects like annual and quarterly plans so that due dates are met, final drafts are completed, and executive input and feedback is captured and integrated;
- Taking a hands-on approach to bring deliverables across the finish line, including drafting acknowledgment letters, personal correspondence, and other tasks that improve the Executive Director's ability to effectively lead the organization;
- Working closely and effectively with the executive team to keep them well-informed of and well-prepared for upcoming commitments and responsibilities;
- Managing administrative tasks including scheduling, email correspondence, travel arrangements, and preparation for meetings, events and speaking engagements;
- Researching, prioritizing, and following up on incoming issues and concerns addressed to the executive team, including those that are sensitive or confidential;
- Organizing logistics for staff meetings and retreats, as well as staff appreciation and social events,
- Improving the functionality of all offices, creating manuals/checklists and ensuring workspace helps our team get great work done;

- Participate in organization-wide fundraising events;
- Additional support as needed.

Board of Directors Support - 35 percent

- Communicating proactively with board members to share information pertinent to upcoming meetings and FCV's work;
- Serving as board members' resource for connecting with staff, finding answers to questions or submitting feedback and recommendations;
- Planning successful board events and functions in partnership with the executive team, including orientation, quarterly meetings, and bi-annual retreats;
- Learning and adhering to applicable rules and regulations set in bylaws regarding board and board committee matters;
- Managing all critical board-related documentation, including rosters, meeting minutes and schedules.

Applicants must have the following qualifications:

We are seeking candidates who can **stay on top of a wide range of work with competing deadlines without dropping the ball**. We are also looking for candidates who have **a respect for polished work and fine-tuned details**, and who **are positive forces in the face of shifts and changes**. You should have:

- Expert-level organizational skills, including fluency or aptitude for mastering collaborative tools like Google Suite, Slack, Dropbox, Microsoft Word/Excel/Powerpoint and others;
- Sound judgment and the ability to make decisions when provided direction and criteria to do so,
- Proficiency in writing, editing, and communicating with an attention to detail;
- An aptitude for quick and forward thinking, seeking opportunities and proposing solutions;
- A team player mentality with the ability to also be effective independently;
- Demonstrated ability to manage a heavy workload, achieve high performance goals and meet deadlines in a fast-paced environment;
- Proven ability to handle confidential information with discretion;
- An approach to new ideas with a sense of possibility.

Preference will be given to applicants with:

- Fluency in more than one language, Spanish preferred.
- A belief that who we elect matters and commitment to conservation, environmental justice, and action on climate.

This is a part-time, hourly position based in Tallahassee, Florida with an opportunity for full-time salary with benefits as the candidate grows in their role.

TO APPLY:

Please send your resume and cover letter via email explaining why you want to work for FCV and how this position fits into your long-term career goals to laura@fcvoters.org with "FCV Executive Coordinator" in the subject line. Position is open until filled. No calls please.

FCV is an Equal Opportunity Employer Committed to a Diverse, Inclusive, and Equitable Workplace.