Associate Director - Full Time

Daily Acts is looking for an Associate Director to help lead our next stage of significant growth and organizational transformation. Do you have exceptional organizational, finance and people skills? Are you a nonprofit leader looking for a new challenge? This is an extraordinary opportunity for an individual with proven leadership experience to help grow our organization and impact by leveraging our experience, reputation and high-performance culture and team.

About Daily Acts
Now celebrating its 20th year, Daily Acts is at the forefront of unleashing the power of community to address the climate crisis. We have led through repeated record fires, drought, pandemic and the climate emergency, ranging from installing gardens for fire survivors to fostering diverse networks and coalitions, training leaders and driving a people-powered approach to climate policy. Because change starts with each of us, Daily Acts is committed to staff self-care and resilience, offering self-development on a range of topics, from mind-body medicine to racial equity.

About this Position
In partnership with the Executive Director and Executive Team, the Associate Director will lead organizational initiatives that contribute to strategic priorities and operational excellence. This position will provide oversight to HR, financial and operational systems; support fundraising and organizational development; and ensure internal policies and practices are designed in an equitable and accessible way.

This is a full-time (40 hours/week) exempt position based in Petaluma. It allows for a flexible schedule with occasional weekend and evening hours.

Responsibilities

- Model steady, gracious and adaptable leadership, and act as a mentor to team members
- Play a leadership role in developing and implementing a strategic plan for next phase of organizational growth
- Provide financial and operational leadership to improve systems, processes and policies
- Help develop and manage staff and build team cohesion including planning and facilitating internal staff meetings and planning sessions
- Oversee HR policies and practices, supporting personnel professional development
- Support Board development and management
- Play a leadership role in internal Diversity, Equity, Inclusion and Belonging (DEIB) committee and in implementing policies and trainings

buy local, organic, fair trade • question disposable lifestyles • reduce, reuse, recycle • empower, enrich, enlist others
Required Qualifications

- Prior experience in driving vision, strategic planning and leading a fast-paced organization through a significant growth phase
- Minimum of 5 years experience in nonprofit leadership and financial management
- Ability to set priorities, and juggle a variety of deadlines while working under pressure
- Proven ability to take initiative, while being adaptable and attuned to shifting priorities
- Fluency with Microsoft Office Suite, and general office management programs, software & equipment; including calendar and internet applications
- Strong oral and written communication skills including ability to receive and give constructive feedback and ability to work in a team setting with a diverse range of people
- Physical: Continuous sitting. Working on a computer using dexterous and repetitive finger movements. Some bending and lifting up to 25 lbs. Accommodations possible.

Preferred Experience

- Strong ability to analyze and improve organizational practices and operating systems
- Dedication to relationship management and instilling trust in funders, partners, board and staff
- Knowledge of and experience in any of the following: fund development, network leadership, climate or water policy, scaling programs and initiatives

Perks of Working for Daily Acts

- Make a difference in your community while building your network of relationships
- Be a part of a passionate purpose-driven organization culture and community
- Participate in team trainings to further develop personal leadership and self-care skills
- A combined home and in-office schedule
- Enjoy casual office attire, fun and dynamic culture and flexible schedule

Statement on Equity

Daily Acts believes that, in order to support connected, climate-resilient and healthy communities for all, historically underrepresented people must be empowered decision makers in mitigating and adapting to climate change. This means all people - no matter color, age, income level, physical attributes, gender identity, sexual orientation, religion, citizenship status, and country of origin or language - are empowered in the co-creation of a healthy, inclusive, and equitable world. We believe we can perform our mission better with a team that is diverse and inclusive and we bring this belief to our employment decisions.

Our team is working to expand Spanish language programs and resources, to deepen into equity as a process and a goal, and to advocate for policies that ensure a fair distribution of resources. We believe in
the power of our daily actions to be the change by embodying a culture that celebrates the diversity and wisdom in all worldviews. We invite you to view our Equity Framework on our website for further details.

Compensation
Pay for this position ranges from $90,000 to $105,000/annually. Compensation will be commensurate with experience. Daily Acts offers a benefits package including medical insurance (50% employer paid, increase to 75% employer paid after 2 years), paid holidays (11.5 days annually), paid vacation (15 days annually), and paid sick time.

How to Apply
Please submit a cover letter and resume to jobs@dailyacts.org with Associate Director in the subject line. Position open until filled. Cover letters, which must be no longer than 2 pages, should detail your qualifications for the position. No phone calls please.