

Nearby Nature Milwaukee is seeking an

Executive Director



Nearby Nature
Milwaukee

Nearby Nature Milwaukee, an environmental justice and equity initiative, has operated on Milwaukee's north side for over five years. We are seeking an energetic, motivated, and dynamic individual to carry the organization to its next level. This is an opportunity for someone with entrepreneurial skills and community connections to exercise their own vision to grow this organization.

We have been an active presence in Milwaukee's environmental community, advocating for access to and renewal of community green spaces. In 2022, former DNR Director Preston Cole called us "one of the most important environmental initiatives in the state."

We helped found the African American Environmental Pioneer Awards, now in its fifth year. We've nurtured environmental education programs in central city schools. Working in neighborhoods stressed by high poverty and injustice, we've focused our work on the 30th Street Corridor and Lincoln Creek Greenway, including partnering on native habitat restoration work with the Milwaukee Metropolitan Sewerage District at its "Hopkins Hollow" site on Lincoln Creek. We have received increasing financial support from individuals, foundations, and government agencies over the past five years, enabling expansion of staff, intern programs, and educational and land restoration programming.

Key Responsibilities

- **Staff Management**

Meet regularly with staff to plan and support staff program work. Track and report staff hours. Meet with the board to develop and implement staffing and hiring plans and to update policies and procedures.

- **Project and Program Support**

Work with staff to plan, support and grow Nearby Nature programs, which include youth education, land stewardship, and recreational, service, and educational events. Lead and assist with publicity and media development.

- **Organizational Development and Leadership**

Work with board team to seek and apply for grant funding. Represent the organization in the environmental community. Seek opportunities for partnerships and activities that strengthen our programs. Maintain relationships with key partners, funders, and allies.

- **Administrative and Financial Development**

Develop budgets, track expenses, and report payroll. Work with bookkeeper to maintain records and supply board with financial reports. Track donations, send acknowledgments, and work with the development team on grant writing and tracking.

Keys to Success

- Non-profit management experience
- Proven commitment to community development
- Experience managing budgets and organizational reports
- Excellent communication and relationship-building skills
- References to show strong personal integrity, accountability, and reliability
- A background in the environment or science is helpful but not required.

This work occurs in mostly African American neighborhoods. Cultural competency to work in these areas is highly valued and community applicants are encouraged to apply; applicants with experience working in Milwaukee and Milwaukee's north side are preferred.

Hours, Salary, and Benefits

Hours and salary are negotiable to fit the qualifications and requirements of individual candidates. Our initial target range is \$60-\$72,000 annual salary. Benefits include 11 paid holidays, vacation, and sick and personal leave. A health insurance stipend is available if needed. The Nearby Nature Board believes strongly in personal and professional development and will support the candidate's goals and involvement in conferences and educational programs. Position requires work at multiple locations in Milwaukee and allows for remote work when appropriate.

Hiring Timeline: Applications due no later than November 15, 2023.

Are you a builder, optimist, and seeker of growth opportunities? Are you someone who enjoys bringing people together for the greater good? Please send us your resume and letter of interest!

Send information, inquiries, and questions to:

ED-search@nearbynaturemke.org

For more information on Nearby Nature:

www.nearbynaturemke.org

www.facebook.com/nearbynaturemke.org

