



**Position: Executive Director**

**Status:** 40 hrs/week, Full Time Exempt

**Reports to:** Beyond Toxics Board of Directors

**Location:** Eugene, Oregon

**Salary Range:** The expected base salary range is \$95,000 to \$120,000. Salary commensurate with experience.

**Training Stipend:** \$500 annually

**Benefits:** Health Insurance, Retirement Plan, Paid Holidays, Paid Time Off, Flexible Hybrid Work Schedule.

**Spanish bilingual skill:** Beyond Toxics provides an additional compensation for Spanish bilingual skills commensurate with experience, skill level and proficiency.

**How To Apply:** We are interested in finding the best candidate for the job, which may include those with less traditional backgrounds or experiences. If you believe you could excel in this role, we encourage you to apply and share your unique qualifications with us. Submit a resume, cover letter, and three references to [elizabethmgallimore@outlook.com](mailto:elizabethmgallimore@outlook.com) with the subject line "*Beyond Toxics Executive Director.*" In your cover letter, please describe your experience in environmental justice and nonprofit leadership, and your vision for Beyond Toxics' future.

Once you've sent in your application materials, fill out our employment form here: <https://forms.gle/Gm7UboC6MqXtxRU6A>

The current incumbent is retiring in 2025 and this position will remain open until filled. Applications will be reviewed on a rolling basis, starting with the first applicants received. We encourage you to apply early to ensure your application is considered!

**About Beyond Toxics**

Beyond Toxics is a community-driven environmental justice organization committed to creating a healthy, just, and sustainable Oregon. Established in 2001, we are a multicultural, inter-generational team dedicated to advancing environmental, climate, and racial justice. Our mission focuses on eliminating toxic pollution, promoting climate resilience, and advocating for the well-being of marginalized communities across the state. We engage grassroots leadership, cultivate diverse

community voices, and build alliances to advocate for a sustainable and equitable Oregon.

## **Position Overview**

The Executive Director (ED) serves as the chief administrator and strategist for Beyond Toxics, responsible for overall management, policy implementation, and advancing the organization's mission. Reporting to the Board of Directors, the ED will maintain transparent communication, develop organizational sustainability and provide visionary leadership. This role requires strong expertise in advocacy, nonprofit management, community engagement, and fostering diverse partnerships.

## **Key Responsibilities**

### **1. Strategic Leadership and Administration**

- Lead the strategic direction and program implementation in alignment with Beyond Toxics' mission, values, and long-term goals.
- Act as the chief spokesperson, representing the organization publicly and building strategic alliances with other nonprofits, community leaders, government agencies, and tribal partners.
- Champion the organization's efforts to center frontline and marginalized communities, ensuring meaningful participation and resource allocation for all affected stakeholders.

### **2. Organizational Management**

- Oversee daily operations, ensuring policy adherence, performance standards and long-term sustainability.
- Develop and implement new organizational policies and programs, reporting regularly to the Board.
- Foster an inclusive, equitable and collaborative work environment that supports staff diversity, well-being and leadership development through formal training and ongoing mentorship.
- Strengthen volunteer engagement by cultivating and expanding volunteer leadership capabilities.

### **3. Financial Oversight and Compliance**

- Lead diverse fundraising efforts, engaging with major donors, foundations, and other sponsors.
- Oversee the annual budget, in collaboration with the Board Treasurer, to ensure financial health and responsible resource allocation.
- Ensure financial transparency, facilitate periodic audits, and oversee best financial practices in adherence to nonprofit management standards.

### **4. Board Development and Governance**

- Maintain open, transparent communication with the Board of Directors, updating them on organizational progress, needs, and challenges.
- Assist in recruiting, cultivating, and engaging Board members passionate about environmental and racial justice.
- Recommend policies and programs for Board approval and ensure effective implementation.

### **5. Advocacy and Program Implementation**

- Advocate for environmental and climate justice issues specific to Oregon while exploring the potential for national impact.
- Oversee community education campaigns that engage the community and build awareness about critical environmental health, climate, and social justice issues.
- Develop and maintain relationships with a broad network of stakeholders, including nonprofits, government agencies, tribal organizations, and community leaders, to further Beyond Toxics' strategic initiatives.

### **6. Additional Duties**

- Execute other responsibilities as requested by the Board of Directors, contributing to organizational development and growth.
- Ensure Beyond Toxics work remains relevant and responsive to community needs especially in the realms of climate resilience and environmental justice.

### **Qualifications**

- Strong leadership and strategic planning skills, with attention to detail.
- Exceptional verbal and written communication skills, with experience in public speaking and stakeholder engagement.

- Proven ability to develop and maintain productive relationships with government agencies, tribal organizations, community leaders, and the public.
- Expertise in policy and legal advocacy at the State legislative level, with a preference for experience in Oregon's legislative process.
- Demonstrated success in grant writing and securing funding from diverse sources.
- Proficient in Microsoft Office Suite and Google Workspace apps (Calendar, Gmail, Docs, Sheets, etc.)

### **Education and Experience**

- Bachelor's degree, or equivalent expertise, in Environmental Science, Public Policy, Nonprofit Management, or a related field; Master's degree is preferred.
- At least 5 years of experience in a nonprofit leadership supervisory role, preferably within environmental justice or advocacy organizations.
- Experience with legislative advocacy, policy development and donor relations is essential.

### **Physical Requirements**

- Prolonged periods sitting (or standing) at a desk and working on a computer.
- Must be able to lift up to 25 pounds on occasion.

The Beyond Toxics office is in an ADA-accessible building, and we warmly welcome applicants from all backgrounds. Beyond Toxics is an equal opportunity employer and does not discriminate based on race, gender, age, disability, religion, sexual orientation, or any other characteristic. We value diversity and inclusivity in our workplace and encourage all qualified people to apply.

**Questions?** Email Elizabeth at [elizabethmgallimore@outlook.com](mailto:elizabethmgallimore@outlook.com) or call **713-992-7470**