



Green Burial Council International

Chief Association Executive

Job Description

Green Burial Council International, Inc. (GBC3) is a 501c3 educational charity that provides education and outreach for environmentally-sustainable, natural death care. GBC3 works closely with Green Burial Council, Inc (GBC6), a 501c6 business association, that establishes and maintains environmentally-sustainable standards of practice for the certification of cemeteries, funeral homes, and funeral products throughout the U.S. and Canada. Collectively, the GBC3 and the GBC6 are commonly and interchangeably referred to as the Green Burial Council.

The Chief Association Executive (CAE) is a new position that will support the work of GBC3, a 501c3 organization. This is a remote, half-time job with significant opportunity for growth. In partnership with the Board of Directors, the CAE will achieve the organization's mission and financial objectives by overseeing day-to-day operations and managing multiple projects. As revenue and the scope of activities expand, the successful candidate may be offered a full time position in the future. The CAE will report to a designated member of the Board.

Primary Responsibilities

- Serve as the point of contact and superuser for the organization's administrative and technology systems, inputting, utilizing, and reporting on data for a variety of purposes, including fundraising; event management; donor relations; and volunteer management.
- Generate content for the website and ensure all communications platforms carry up-to-date information; respond to inquiries; work on marketing, communications, and public relations initiatives; and work collaboratively with the staff of the GBC6 on external messaging.
- Work with the GBC3 Treasurer and contracted accountants to ensure accounts and tax requirements are consistently and accurately tracked and reports are filed.
- Report monthly to the Board of Directors.
- Research funding opportunities and write grant proposals, as time allows.
- Support ongoing programmatic educational activities, as time allows.

Qualifications

- Minimum 5 years professional experience
- Ability to work independently, set priorities, and meet deadlines
- Passion for the mission and vision of the organization
- Creativity and resourcefulness in achieving stated organizational goals
- Experience in fundraising and nonprofit best practices
- Excellent project management skills as well as written and verbal communication skills
- Google Drive proficient
- Experience with CRM systems a plus

Interested candidates should send a resume and a concise cover letter to jobs@greenburialcouncil.org with the subject line "CAE Applicant." The GBC3 is an all-volunteer organization; please allow extra time for a response.