

Position: Executive Director

Background:

The Arizona Mining Reform Coalition (AMRC) works in Arizona to protect communities and the environment from inappropriate hard-rock mining activities, watchdog current mining activities, and to reform state and federal mining laws and regulations.

With a strong record of successes, AMRC works with its members, other environmental, recreational, and religious organizations, local elected representatives, and government agencies charged with the stewardship of public lands. When state and federal agencies fail to follow environmental laws and regulations, we seek justice through the legal system.

Summary Description: AMRC is seeking an Executive Director to replace our current Director who is retiring. This half time (20 hours/week) position reports to the Board of Directors (with strategic direction from the Steering Committee of members of the coalition) and is responsible for all planning, organization, and implementation of AMRC's operations and programs. The new Executive Director will be responsible for leading all fundraising efforts, maintaining the organization's infrastructure and growing the organization. With excellent fundraising skills, the position may become full time.

Timing: Applicants will be reviewed beginning January 20, 2025, and then as received. The ideal start date for this position is March 1, 2025.

Geographic Location: This is a virtual position and the new Director will work from a home office. The new Director must reside in Arizona. The successful applicant must be willing to travel within and without Arizona.

Compensation: \$25,000 to \$30,000 annually, based on relevant experience. As a half time position, benefits are limited.

Required Experience, Knowledge, Skills and Abilities:

- The ideal candidate will have 3+ years' experience in leadership positions in the public or private sector, preferably with a non-profit organization.
- The candidate will demonstrate excellence in direct leadership, organizational management, fundraising, and environmental advocacy.
- The candidate shall possess strong written and verbal communication skills, be a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills, with demonstrated ability to work effectively in collaboration with diverse groups of people.
- The candidate shall be action-oriented, entrepreneurial and adaptable, with an innovative approach to planning and implementation.
- The ideal candidate will have the passion and commitment to quickly grasp key issues related to AMRC's and have strong character, a positive attitude, demonstrates integrity even when no one is looking, and is a team player and a self starter.

Qualifications:

- Proven experience working in the non-profit sector, and experience and excellent skills within one (preferably more) of the following disciplines: non-profit management, environmental studies, mining engineering, journalism, field-based sciences, political science, law, and/or a related field
- Proven fundraising experience, success in grant requests, donor development, and online fundraising and awareness of trends in nonprofit fundraising
- Demonstrated ability to work collaboratively on shared mission/goals/events which produce meaningful mission-oriented outcomes
- Computer skills including word processing, file management systems, website maintenance, computer graphics programs, social media programs and applications, constituent relationship management programs, accounting applications, and the ability to develop and conduct virtual meetings and presentations
- Knowledge of Arizonian ecology, Southwest regional natural habitat, cultural conservation, and social and environmental justice issue awareness preferred
- Flexibility and willingness to take on anything that needs to be done within an organization with no other employees; the mindset that no assignment is too big or too small
- Expertise in triage!

Duties:

Legal and Legislative

- Monitor state/local/national government activities and agencies re: mining activities in Arizona and provide regular updates to AMRC's stakeholders and the public
- In coordination with the AMRC Board and steering committee, take action on legal and technical issues as they arise to prevent mining activities from creating irreversible harm to our communities and the environment
- Conduct and coordinate statewide (and on occasion national and international) campaigns that benefit the Coalition and the public.
- Monitor proposed federal and state legislation and regulations related to hard rock mining and generate public comments as necessary to ensure protection of natural resources and public health
- Advocate with elected officials and their staffs, partner organizations, and other community members to secure their support and to keep them updated on relevant activities

Outreach and Communications

- Promote and represent the mission and activities of AMRC to stakeholders, including the local conservation community, partner organizations, policymakers, elected

officials, local/state/federal agency officials, tribal governments, the media, and the general public

- Conduct tours of mining activities in Arizona for media, legislators, consultants, and supporters
- Provide and/or update presentation materials for meetings including PowerPoint slideshows, written, or digital presentation material
- Prepare and disseminate regular updates and urgent calls to action
- Create and monitor social media posts, update and maintain website, brochures, handouts, and other outreach and marketing
- Handle all email and telephone correspondence promptly and professionally
- Cultivate and oversee volunteers to assist with the plethora of required tasks

Financial, Fundraising and Donor Relationships

- Develop and execute strategic fundraising plans, including grant proposals, funding appeals to donors, and other fundraising materials and activities
- Collaborate with the Board Treasurer to develop an annual operating budget and monitor expenses and income
- In coordination with the Treasurer, maintain financial records and other documents required for 501(c)(3) status, provided to the Board for review/approval, and submitted in a timely manner as required to governmental or other agencies
- Maintain and update AMRC's Constituent Relationship Management system of subscribers, donors, partners and other contacts

To apply:

Email a cover letter, your resume, and a writing sample to jobsearch@azminingreform.org. AI generated material will disqualify the applicant.