Mother Lode Chapter Sierra Club
Chapter Director Job Announcement
Location: Sacramento
Start Date: March 1, 2016

The Mother Lode Chapter of the Sierra Club seeks a chapter director to provide leadership and to work under the direction of its volunteer leaders to implement the chapter's policies, programs and operations.

About the Mother Lode Chapter

The chapter encompasses 24 Northern California counties in the Central Valley and the Sierra Nevada, from Stanislaus County to Modoc County. We have about 17,000 members, each of whom belongs to one of 11 local chapter groups.

General Duties of the Chapter Director

Under the direction of the chapter Executive Committee and Conservation Committee, the chapter director helps implement the chapter's policies and programs, and provides support to the chapter's local groups. The chapter director may engage in conservation issues as appropriate, and represent the chapter in regional coalitions and stakeholder groups.

The chapter director is responsible for chapter operations, all of which may involve working with volunteers who have been recruited to assist. Working with the chapter treasurer, bookkeeper and committees, the chapter director ensures the chapter's financial health through fundraising and managing expenditures. They are responsible for the maintenance of member and leader email lists, maintaining the chapter website, and working with volunteers in publishing the chapter's quarterly e-newsletter. The chapter director needs to stay current on the latest communications technology offered to chapters by the national Sierra Club, and be prepared to train volunteers in its use.

A more complete list of duties can be found online.

Qualifications

- BA/BS degree in Environmental Studies, Political Science, or a closely related field, or equivalent experience.
- Demonstrated ability to work effectively with diverse personalities, both on an individual level and in a committee setting. Collaborates well with others.
- Experience in a leadership role with a conservation organization that engaged in coalition building, campaign organizing, and training and motivating volunteers.
- Strong demonstrated written and oral communication skills. Demonstrated public speaking ability.
- Familiarity with common computer programs such as Word, Excel, web browsers, and Gmail is essential. It is helpful to also have had experience with website development,

and Customer Resource Management applications such as Convio and Salesforce. Ability to learn and use new programs as necessary is essential.
- Knowledge and background in conservation issues in the Mother Lode Chapter is useful. Examples include fighting sprawl, managing water supplies, and protecting streams, forests and wildlands.
- Experience in fundraising, including donor relations, grant writing and grant funded program oversight is also helpful.

The Sierra Club offers competitive salary package commensurate with skills and experience plus excellent benefits that include medical, dental, and vision coverage, and a retirement savings 401(k) plan.

Application Process

Applications will only be accepted online. Please apply at this location:
https://chj.tbe.taleo.net/chj01/ats/careers/requisition.jsp?org=SIERRACLUB&cws=1&rid=648