

Executive Director (Full-Time)

Location: Flexible (U.S. based)

THE ORGANIZATION

The Windward Fund seeks to build a more impactful environmental movement by connecting people across diverse geographies, sectors, and communities, enabling them to share expertise and resources, and providing a vehicle for effective environmental grantmaking. The fund is a 501(c)(3) public charity focused on conservation, climate, and food issues. The fund fiscally sponsors projects that focus on a range of environmental issues, many of which are initiated by the nation's leading environmental funders and led by social entrepreneurs. One of the fund's priorities is to support community-based, grassroots grantmaking that elevates the voices of those most impacted by environmental degradation. Windward provides legal compliance, finance, and HR services to its projects with support from a team at Arabella Advisors. In 2021, Windward received \$275 million in grants to support the work of the projects Windward hosts.

THE POSITION

Windward is at an inflection point: its board of directors has set the first strategic framework for the organization, pursuing the goals named above. Now we are seeking an experienced, strategic, and well-connected leader to take on the role of Executive Director and help drive implementation of the strategic framework. This is an exempt full-time role. We are also open to considering a part-time position for the right candidate, and we would adapt the job requirements accordingly. This role will report to the Windward Fund chair and board.

The executive director will lead the implementation of the strategic framework, work closely with the Arabella team in supporting projects, and serve as an important public voice and advocate for Windward. We seek a creative, results-oriented leader with strong communication skills who comes with a broad knowledge of the environmental and social-justice fields, a commitment to equity in the environmental field, and the desire to connect the dots and weave together relationships.

Central to Windward's strategic goals is ensuring the fund is more than the sum of its component projects. The organization's projects hold distinct identities and operate independently. Going forward, the fund seeks to support each of them while simultaneously unlocking their collective ingenuity, knowledge, experience, and resources. As one of the field's leading environment-focused fiscal sponsors, Windward seeks to be a leader in strategically adding value to its hosted projects, achieving collective impact through coordinating organization-wide connections that promote social and learning opportunities.

The executive director will also network with donors and others in the environmental field to ensure the sector is familiar with Windward's role and services. The role will require significant self-direction and drive to translate ambiguous goals into concrete results and will require becoming familiar with a diverse array of stakeholders and project objectives.

RESPONSIBILITIES

The role's responsibilities will fall into the following primary categories:

Networking:

- Help to create a culture within the fund that values complex reciprocity, where information and resources are shared without expecting a return.
- Serve as matchmaker and relationship-weaver for projects, connecting them to opportunities to expand their reach and deepen their work. Connect people strategically where there is potential for mutual benefit, serving as a catalyst for self-organizing groups.
- Provide point-in-time facilitation support for nascent cross-project joint activities, such as moderating group discussions, or designing and hosting learning convenings or webinars.
- Pilot a set of program offerings that build a project's community and connect projects to the public through events, mentorship opportunities, storytelling/sharing sessions, etc.

Capacity Building:

- Develop curriculum to help projects notice what works, encouraging the spread of patterns of success and scale.
- Develop curriculum to help project staff members learn to work in networked ways.
- Advise on Human Resources' and Client Services' training and capacity-building programs content, helping those teams construct relevant trainings and tools to meet these needs.

Knowledge Management:

- Systematically identify shared project needs and develop plans to address them.
- Advise on institutionalizing data and knowledge sharing in the fund's data-management context. Suggest solutions, e.g., tools and infrastructure, to make data sharing more effective and efficient.
- Solicit reflections and feedback from projects through surveys and informal conversations; consolidate the feedback and communicate it, verbally and in writing, to improve knowledge sharing and enable continuous learning.

Organizational Development:

- Build affinity for Windward Fund brand among the philanthropic community by increased donor engagement and external communication.
- Oversee provision of services to Windward Fund projects from key vendors.
- Represent the Board's interests on issues where authority has been delegated.

Governance:

- Lead Windward in a manner that supports and guides the organization's mission as defined by the Board of Directors and communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Work with Board to implement policies and procedures to enable appropriate board oversight of Winward's mission.
- Act as liaison between Windward Board and Arabella team. Lead the Windward Board's engagement with Arabella, under direction from Board.

REQUIREMENTS

The ideal candidate for this position is a mission-driven, strategic professional with a creative spark, a passion for project management, and significant experience community-building. You must possess exceptionally strong leadership and interpersonal skills, and have demonstrated excellence in planning, priority-setting, tactical execution, and communications. You should be passionate about people and about saving the planet and building a more just and equitable world.

- At least 10 years' experience in building and nurturing networks, coalitions, or communities of practice that encompass a range of perspectives, cultures, and backgrounds
- Comfortable working to develop new programs that will involve experimentation, learning, and adjustments along the way; ability to push through ambiguity to deliver results
- Deep passion for building and supporting relationships; skilled in lifting up the work of others, often in a behind-the-scenes way
- Team player with an entrepreneurial bent
- Demonstrated knowledge of environmental and social-justice issues, including issues on equity, and experience working with a range of sectors
- Exceptional relationship skills with a diverse executive level population
- Ability to create positive energy in individuals and groups and organize people or tasks to develop realistic action plans and group commitment to goals and objectives
- Excellent communication skills, including demonstrated ability to synthesize large amounts of information and ability to adapt messages for different audiences
- Strong project manager with excellent process development capabilities
- Experience working within and with philanthropic and/or nonprofit institutions

DESIRABLE QUALIFICATIONS

- Experience as a community organizer or in facilitating the work of grassroots community organizations
- Proficiency in Sharepoint platform, Salesforce, and/or other knowledge-sharing and networking mapping tools
- Prior training in knowledge management
- Experience producing webinars, conference panels, and events

BENCHMARKS AND DELIVERABLES:

In the initial year, we anticipate the following results:

- Monthly meetings with the Windward Board President or designee to discuss progress and feedback on the Executive Director's services as well as broader Windward Fund benchmarks
- Several connections made between staff of separate projects to a new piece of research/knowledge, which the



- projects report has positively impacted their work
- Qualitative and quantitative feedback from project staff in the annual project satisfaction
- Ensure that Windward's internal resources and trainings provided greater value to projects' capacity than in previous years
- At least one new framework for an enhanced approach to capacity building, knowledge management, or network management lifted up to the Windward Board of Directors and Arabella management team

SALARY AND BENEFITS

Salary: \$200,000

Benefits: Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance; 3% automatic contribution and a 3% employer match on 401(k) contributions; pre-tax transportation benefits; and paid holiday, vacation, sick, and volunteer time off.

HOW TO APPLY

Interested candidates should submit a cover letter and resume/CV to applicants@windwardfund.org with "Windward Executive Director" in the subject line. Please include your LinkedIn profile if applicable.

HIRING STATEMENT

Windward Fund (Windward) is a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. Windward Fund is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. Windward's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

COVID-19 POLICY

To center the safety and well-being of its employees, Windward Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@windwardfund.org.