



Minnesota
Center for
Environmental
Advocacy

HIRING FOR THE POSITION OF:

Chief Executive Officer / Executive Director

TABLE OF CONTENTS

About MCEA	03
Our Vision & Strategic Position	08
About the Position	12
How to Apply	19

About MCEA

The Minnesota Center for Environmental Advocacy is a 501(c)3 nonprofit organization whose mission is to use law and science to protect Minnesota's environment, natural resources, and the health of its people.

For 50 years, we've worked in the courts, at the legislature, and with public agencies to enact, strengthen, and enforce environmental law.



ABOUT MCEA

We work in solidarity with communities to protect their health and environment, especially where people are disproportionately impacted by pollution and social inequities. Our in-house team includes some of Minnesota's foremost experts in environmental science, law, and policy. With offices in St. Paul and Duluth, we work on environmental issues across the entire state of Minnesota.

Over the past 50 years, MCEA has been at the forefront of major wins in environmental policy. In the 1970s, we drafted Minnesota's bedrock environmental laws that our attorneys still use today to protect the environment. More recently, we helped Minnesota become the first state to ban toxic PFAS chemicals in products, passed a requirement for 100% carbon-free electricity by 2040, and litigated the most significant environmental cases of the day in our state courts.

MCEA's lawyers represent MCEA, other environmental groups, and communities to ensure all Minnesotans have breathable air, clean drinking water, and a livable climate. MCEA also participates in coalitions where we provide legal information and strategic analysis. Our goal in these relationships is to make our partners stronger, particularly communities who are impacted by environmental racism. When we partner with communities, we center the goals and needs of the communities, recognizing that their lived experience is a form of expertise.

ABOUT OUR CULTURE

In addition to accomplished litigators, MCEA also has a team of respected and effective communications professionals, lobbyists, experts in science and policy, and experienced development and administrative staff. MCEA values longevity in its employees and works to support its employees over time with generous paid leave, a 32-hour work week, and other benefits.

MCEA is committed to fostering a culture of inclusivity, equity, and diversity. We strive to create a workplace where everyone feels valued, respected, and empowered to contribute. To achieve this, we prioritize ongoing training, education, and growth in diversity, equity, and inclusion (DEI) practices. Our goal is to build a staff that reflects the diverse communities of Minnesota and to ensure that our organization remains a welcoming and inclusive space for all. We recognize that DEI work is a continuous journey and are committed to ongoing learning, growth, and improvement.

WHAT MAKES MCEA UNIQUE?

Minnesota has many excellent environmental organizations; MCEA has a clear role within this ecosystem as the preeminent legal organization. Our strategic advantage is our staff of in-house lawyers with decades of experience using the law to protect the environment and public health.

Our advocacy is grounded in law and science and we advance our mission through a combination of legal action, effective advocacy, and engaging with communities and government

agencies. While we seek cooperative partnerships with decision-makers wherever possible, we also hold decision-makers accountable in the courts or in public. We encourage our employees to think creatively about the best strategies to bring about the impact we seek.

Our expertise and credibility are central to our impact. We are a trusted source of information about the environment for the public, the press, and decision-makers. Policymakers trust our analysis of key environmental issues based on our long and reliable record.



VALUES



Integrity

We make our decisions based on facts, science, and law.



Results

Our goal is to achieve positive environmental and public health results, using all the tools at our disposal.



Partnerships

We coordinate our efforts and combine our unique strengths with our partners' unique strengths to achieve common goals. We welcome partnerships with groups whose interests do not always mirror our own.



Justice

We seek solutions that are fair to future generations and to all people.



Respect

We treat everyone — coworkers, partners, opponents — with respect.



Inclusion

We strive to create a culture where everyone feels accepted and valued. We commit to work alongside our clients and partners to advocate for a Minnesota where everyone has clean air and clean water and environmental burdens are equitably distributed.



Long-Term Perspective

We are in this for the long haul. We seek long-term, systemic changes, and we recognize that major achievements almost always require patience and a sustained effort.



Our Vision & Strategic Approach



OUR VISION

MCEA envisions clean water, clean air, healthy ecosystems, a sustainable economy, and improved public health for all Minnesotans.

We are committed to growing our capacity and impact to achieve measurable progress toward this vision.

OUR THEORY OF CHANGE

MCEA's theory of change includes two main drivers: creating creative solutions to complex problems and using our ability to hold corporations and government accountable to leverage adoption of those solutions. We believe that by holding corporations and government responsible for their impacts, we can decrease those impacts and improve public health for all Minnesotans through access to clean air and water, a stable climate, healthy ecosystems, and a sustainable economy. Through high-impact legal battles, building coalitions, community partners, and lobbying, we shape the public narrative and demand science- and community-based decisions and policy that protect our natural resources and the health of Minnesotans.

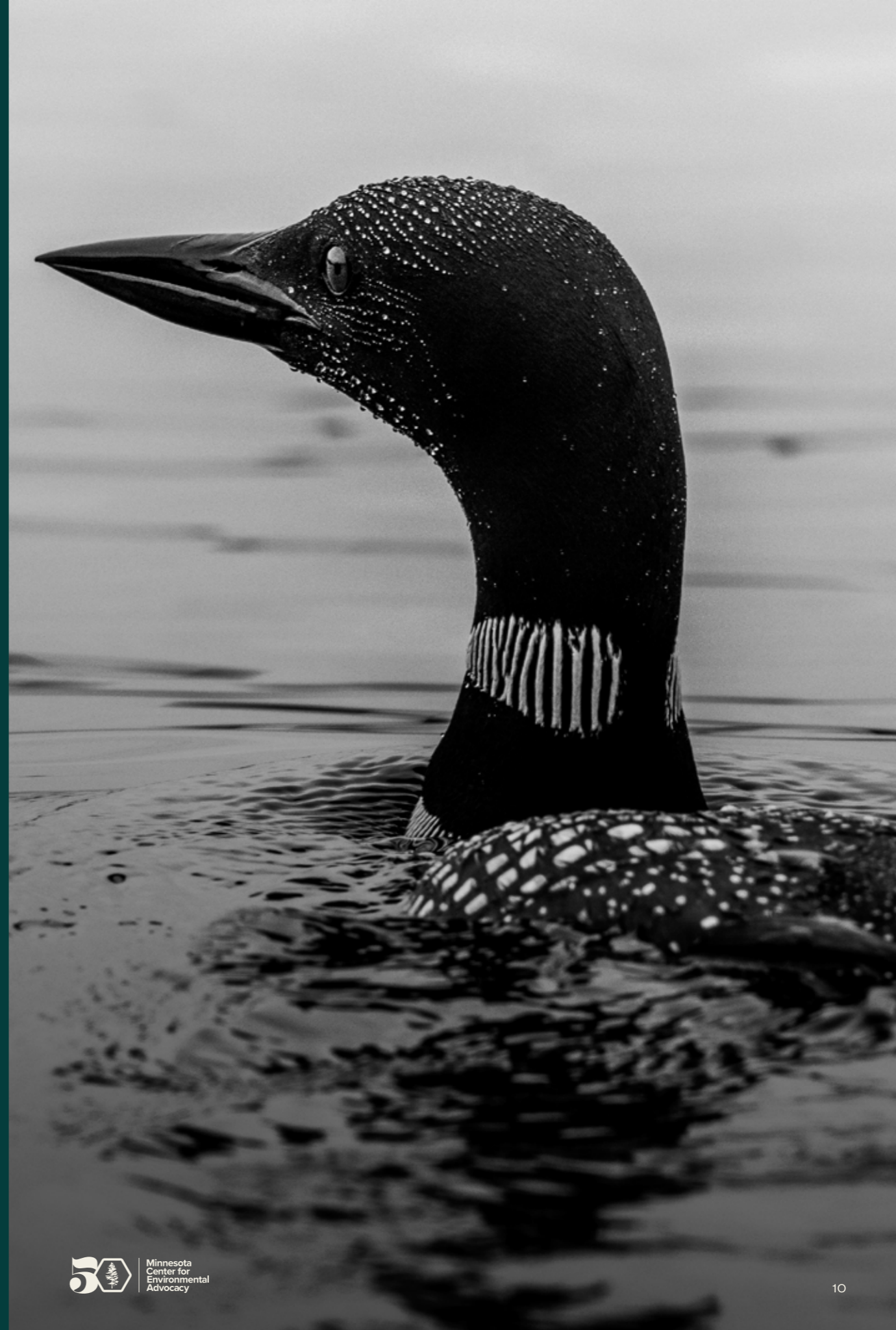
We seek cooperative partnerships with decision-makers wherever possible, but also do not shy away from holding decision-makers accountable in the courts or in public, if necessary. The willingness and ability to hold decision-makers responsible makes us more powerful as an organization and ally in the community.

ORGANIZATION POWER

Expand our capacity to achieve success with ground-breaking, creative legal strategies, policy expertise, and top-notch communications. Build our ability to influence decision-makers through legal tools, public opinion, and public action.

COMMUNITY POWER

Increase our impact by collaborating in ways that make our partners stronger, and our coalitions more effective and inclusive.



STRATEGIC PRIORITY

MCEA has identified two critical organizational priorities. Successfully meeting these priorities will mean that we have increased our organizational power and community power so that we more effectively meet our mission.

STRATEGIC PRIORITY ONE

Build MCEA's capacity to leverage our legal and scientific expertise, our relationships, and our influence with policymakers to achieve our vision of clean air, clean water, a stable climate, healthy ecosystems, and a sustainable economy.

STRATEGIC PRIORITY TWO

Strengthen our partners and coalitions to increase our impact. Partner with allies and community groups in ways that make our partners stronger and our coalitions more inclusive.

OUR STRATEGIC ADVANTAGE

A strategic advantage is defined as our ability as an organization to produce social value and have an impact on our state by using a unique asset or having outstanding execution. A strategic advantage cannot be easily copied or reproduced. MCEA's strategic advantage is a staff of in-house experts with decades of experience and knowledge of how the law works to protect the environment and public health. We identify and implement strategies that use law and science as central or supplemental tools to achieve better outcomes for climate solutions, clean water, public health, and communities. We support those strategies through legal action, effective communication with the public and decision-makers, and legislative influence.



About the Position

ABOUT THE POSITION

The Chief Executive Officer is both the external and internal lead in the organization. The CEO sets the tone for the culture of the organization. The CEO acts as the primary spokesperson for the organization and regularly meets with external stakeholders including state policymakers, major donors to the organization, and members of the public. The CEO's duties include:

LEADERSHIP AND VALUES

- ◆ Model and grow a supportive and inclusive organizational culture by:
 - ◇ Demonstrating a commitment to MCEA's values every day.
 - ◇ Encouraging leadership, ideas, and innovation at all staff levels and celebrating staff efforts on these fronts;
 - ◇ Modeling compassionate and respectful interactions with everyone, including those with whom we may not agree;
 - ◇ Welcoming feedback from all staff, giving constructive feedback to others, and encouraging a culture of mutual communication; and
 - ◇ Holding staff accountable to the highest standards of excellence in our work.

- ◆ Ability to lead environmental legal & policy strategy through an environmental justice lens.

- ◆ Align staff, board, and external stakeholders behind a consistent vision, including mission, values, theory of change, and overall strategy and direction.

- ◆ Foster a culture of diversity, equity, and inclusion, ensuring that MCEA's values are reflected in all aspects of our work. Collaborate with the Chief Equity and Partnership Officer to advance intercultural communication skills among MCEA staff and promote effective engagement across differences, both internally and externally.

- ◆ Lead the Officer Team and Leadership Team through significant decisions, emphasizing transparency and clarity about decision-making roles and process.

- ◆ Stay up to date on trends in environmental policy and law, nonprofit management, and organizational culture, and continue to evolve the organization and its goals over time.

THE BOARD

- ◆ Ensure the Board of Directors has the information it needs to govern the organization, including details on finances, operations and programs.
- ◆ Collaborate with the Board of Directors to review and update the Strategic Plan and ensure the Board is briefed regularly on Plan implementation.
- ◆ Lead the organization through the annual budget process with the Chief Operations Officer and Chief Advancement Officer, consistent with our mission and strategic plan.
- ◆ Set fundraising goals and spending priorities.
- ◆ Work with board committees to make key decisions for the organization, including the Nominations and Governance Committee, Finance Committee, Legal Committee, and Executive Committee.
- ◆ Ensure best practices in financial management, legal compliance, fundraising, allocation of resources, and other practices that contribute to the success of the organization and the trust of donors.

THE STAFF

- ◆ Coach staff members at all levels to grow in their roles, and ensure that conflicts and miscommunication are addressed swiftly and compassionately.
- ◆ With the Chief Operations Officer, design the organizational structure and lead staffing decisions, including internal reporting structures and decision-making processes, personnel policies and guidance, and hiring and dismissals.
- ◆ Support supervisors to implement consistent strategies for feedback, performance reviews, and hiring processes.
- ◆ Work with the Chief Operations Officer to monitor and improve technology and the physical environment of the office.
- ◆ Empower the staff to take risks and try new ideas. Support the staff in learning from successes and failures without blame or shame.

DONORS

- ◆ Request the financial support of major donors and foundation partners and keep them connected to our work. Communicate with key stakeholders about our work in a compelling way and ask them directly for their contributions, growing their investment over time.
- ◆ Work with the Chief Advancement Officer and Development Director to meet fundraising goals and seize new opportunities in individual and foundation fundraising.
- ◆ Build a culture of fundraising across the organization, enlisting staff and Board members to fundraise when appropriate.

OTHER EXTERNAL STAKEHOLDERS

- ◆ Speak and appear at external events to keep the public informed about the issues we work on and to enhance the reputation and visibility of the organization.
- ◆ Meet regularly with government officials to advance our mission and build relationships.
- ◆ Work with the Chief Strategy Officer and Communications Director to ensure that our external communications and media work is compelling, consistent, and accurate.

QUALIFICATIONS

REQUIRED

- ◆ Legal experience
- ◆ Nonprofit leadership experience
- ◆ Environmental policy experience

PREFERRED

- ◆ Juris Doctorate degree
- ◆ Fundraising experience, interest, and comfort
- ◆ Strong communicator with both internal and external audiences
- ◆ Environmental justice and DEI experience

DESIRED

- ◆ Broad network of relationships in the Minnesota environmental field and Minnesota-specific environmental policy knowledge
- ◆ Experience leading a hybrid, asynchronous staff

THE SUCCESSFUL CANDIDATE

The successful candidate will have the following attributes:

- ◆ Demonstrates understanding and passion for MCEA's mission.
- ◆ Ability to be a passionate advocate for the environment;
- ◆ Demonstrates the ability to make strategic decisions based on the law and science;
- ◆ Demonstrates strategic agility by being open to expertise and ideas that can take many forms and come from many places and navigating ambiguity by making decision with the best information available to keep the organization moving forward;
- ◆ Demonstrates strong interpersonal skills and ability to work with a variety of staff, policy-makers, and stakeholders;
- ◆ Exhibits a leadership style that is collaborative and supports staff to work independently and creatively while holding staff accountable to MCEA's mission, strategic plan, and values;
- ◆ Demonstrates the ability to inspire others through their actions, words, and abilities;
- ◆ Demonstrates the ability to be resilient in stressful times, and able to lead through tough situations.
- ◆ Demonstrates the curiosity and courage to ask hard questions about the choices of the organization and its leaders;

SALARY AND BENEFITS

The salary range for this position is \$160,000-\$190,000. MCEA highly values diversity and is an equal-opportunity employer. We are proud to support our employees through a range of strategies, including generous benefits for employees and dependents, paid family leave, and more.

BENEFITS SPECIFICALLY INCLUDE:

- ◆ A 36-hour work week, with an option to opt-in to a 32-hour work week
- ◆ Hybrid work with 4 days per month in the office
- ◆ 3 weeks paid vacation, 11 paid holidays, 2 paid personal days, 12 paid sick days
- ◆ Vision and dental insurance
- ◆ Health insurance, with premiums covered above \$450 / month
- ◆ Monthly stipend of \$525 that can be used to cover health insurance premiums or other benefit costs
- ◆ Annual health stipend to help cover health-care costs: \$3,500 individual/\$7,000 family
- ◆ Flexible Spending Account
- ◆ 401K match, currently at 2%
- ◆ Phone Stipend

How to Apply

We believe everyone deserves consideration, regardless of where you went to school, where you grew up, and what opportunities you've had in the past.

POSITION LOCATION AND TRAVEL

The successful candidate must be located in Minnesota and come into the St. Paul office on a weekly basis. Occasional travel to the Duluth office and other parts of Minnesota is required.

TO APPLY

Please send your resume and cover letter to:
executivesearch@mncenter.org.

Please use your cover letter as an opportunity to share with us how your skills and experience align with our desired candidate. Please also indicate in your e-mail where you located this job posting.

You must submit all materials directly to this email address – no applications via third-party website (such as Indeed) will be accepted.



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