Deputy Director

Full-time
Reports to: Executive Director
Location: Hartford, CT
Salary range: $60,000 - 65,000
To apply: submit a résumé and cover letter to ctlcv@ctlcv.org

About CTLCV
The Connecticut League of Conservation Voters (CTLCV) believes our earth is worth fighting for because everyone has a right to clean air, water, and a safe, healthy community. To ensure those rights are protected, we help people use their power to shape policy, hold politicians accountable, and influence elections.

For more than 20 years, CTLCV has grown into a potent political force for protecting our state's environment. We are a statewide nonprofit connected to a powerful national movement with 30 state affiliates and grassroots organizing programs across the country. CTLCV is committed to an equitable transition to a clean energy economy and to developing diverse partnerships to fight climate change and reach our environmental justice goals.

As a legislative watchdog, CTLCV works with environmental groups across CT to identify and highlight important environmental bills. We keep lawmakers informed about the latest issues, track key legislation, hold lawmakers accountable in our annual Scorecard, and elect candidates willing to fight for clean air, clean water, and climate action.

CTLCV is an equal opportunity employer committed to working toward a just and inclusive environmental movement and seeks to hire staff and contractors that reflect the diverse communities and perspectives that represent Connecticut. We are a growing organization that offers an array of job experience with opportunity for advancement.

Description
CTLCV has an immediate opening for a Deputy Director. The Deputy Director will have both internal and external facing responsibilities, ranging from targeted program management and membership development to administration and human resources. This will allow the Executive Director to focus on external matters such as fundraising, marketing and growing our legislative network. The Deputy Director will work closely with the Executive Director to chart CTLCV's future growth and the increasing demand for the organization's services and programs.

Candidates are expected to uphold our value and commitment to diversity in our movement and organization, integrating justice and equity into the work we do and ensuring an inclusive organizational culture. The ideal candidate for this position has
strong interpersonal skills and can help foster success and happiness of the CTLCV team.

**Responsibilities**

- Share responsibility for implementation/oversight of CTLCV’s long term programmatic goals in the areas of membership development, communications, elections, legislation, organizing, development, and event planning.
- Oversee the general workflow of the organization; structure and lead teams to deliver outstanding work.
- Manage consultants and staff, and enforce organizational policies and practices.
- Ensure that staff have the tools, training and technical support needed to fulfill their responsibilities.
- Responsible for human resources (staff recruitment, deployment, and reviews; workload balancing; career progression; training) and related internal communications.
- Work with Bookkeeper to prepare financial reports, budgets and related duties.
- Work with the Executive Director to communicate CTLCV’s goals and operational plans to all levels of the organization.
- Coordinate staff preparation and logistics for board meetings.
- Develop thought leadership around emerging topics.
- Identify best practices and improve internal systems with an eye toward future needs and budget realities.
- Able to travel around the state as needed and occasionally work outside of normal business days and hours.

**Skills & Qualifications**

- 3+ years in a management position in a non-profit organization or related work environment, directing a team and tracking employee progress.
- Demonstrated ability to work within and across diverse teams.
- Experience growing a membership base.
- Exceptional written communication skills required.
- Self starter, efficient and strong track record of delivering projects on time. Familiar with the political framework of a small state and understands the intersection of politics and the environment; comfortable learning about a range of issues including climate change, clean energy, transportation, conservation, waste management, environmental justice, voting rights and elections.
- Ability to make executive decisions in accordance with CTLCV’s values—such as who we align ourselves with on programs, events, and communications—that further our environmental and equity goals.