



BERKSHIRE ENVIRONMENTAL ACTION TEAM  
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Protecting the environment for wildlife in support of the natural world that sustains us all.

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**Deputy Director** - Berkshire Environmental Action Team (BEAT) is seeking a collaborative, responsive, and effective strategic thinker for Deputy Director. This is a leadership position with tremendous responsibility within our organization. The ideal candidate will have:

- experience leading and supporting a brilliant, close-knit team;
- the ability to give enthusiastic presentations about BEAT's work - whether that is to an auditorium of 500 people or a meeting one-on-one
- strong scientific reasoning skills with the ability to critically read peer-reviewed papers in relevant fields
- a strong environmental ethic - zero waste, leave no trace, etc.

**Salary range:** \$50,000 - \$55,000

**Benefits:** flexible work schedule, personal cell phone and computer use stipend, BEAT pays the Family & Medical Leave deduction, 9 paid holidays, 15 days of paid vacation each year after the first 6 months.

**Initial workload:**

- 30% manage our donor/volunteer development and fiscal accounting. Help plan, budget, and manage BEAT's strategic and financial position. Meet with Board members regularly.
- 45% Programs (Stewardship, Education & Outreach, No Fracked Gas in Mass, Zero Waste)
- 10% Give presentations, tours, and hold meetings with potential donors/grantors to showcase BEAT's work.
- 10% transforming our property to be fully accessible, net-zero, off fossil fuels building on a native, wildlife-supporting landscape.
- 5% skills development and "whatever is needed" - Skills to be developed include but are not limited to: Salesforce management, QuickBooks and our specific way of using it for nonprofit accounting, GIS mapping and analysis, understanding environmental law, grant writing, and building and equipment maintenance.

BEAT's mission is to protect the environment for wildlife in support of the natural world that sustains us all. We celebrate the diverse perspectives different individuals bring to protecting our water, land, air, and wildlife habitat. As an equal opportunity employer, we stay true to our mission by embracing our differences and focusing our energies on protecting the environment together.

BEAT has a strong anti-discrimination policy. We believe that everyone, no matter the color of your skin, your income, the language you speak at home, or who you love should work together to protect the environment for wildlife in support of the natural world that sustains us all. We work with a broad variety of people and it is essential that everyone we work with is comfortable working with people of widely varying backgrounds, abilities, and situations.

**Our Culture:** Staff work collaboratively in a team environment, yet remain responsible for completing their individual tasks and projects. We are a very warm and supportive team. We are very flexible working in the Environmental Center, from home, and in the field as needed, but we expect the Deputy Director will mainly be working in the Environmental Center most days. We brainstorm and problem solve together when needed so that we can achieve our goals together. We are all self-starters who can remain flexible to ever-changing circumstances. We value integrity, demonstrate an impeccable work ethic, trust, and personal responsibility. BEAT staff and board have mutual respect for one another and demonstrate discretion in all of our work and communication.

**The Position:** The Deputy Director will work closely with BEAT's Executive Director. We are looking for someone who will take on increasing responsibility over the long-term. This position requires working some weekends and evenings.

- As part of the BEAT team, the Deputy Director will help host and participate in BEAT events and community outreach activities, and embrace public speaking and networking opportunities as we work to develop and sustain relationships with funders and community partners, grow our base of supporters in both size and diversity.
- Write grant proposals and funder reports for project and organizational funding.
- Represent BEAT in stakeholder meetings. We are in many partnerships for watershed, land trust, and wildlife habitat connectivity stewardship, as well as partnerships to increase environmental awareness and decrease pollution within our community, especially within environmental justice areas.
- Knowledge of GIS extremely helpful.
- Responsible for coordinating multiple sub-contractors to complete monitoring and recording, and ensure thorough, timely, and complete grant reports.
- Work with our team of staff to host a variety of events, activities, and community outreach.
- Work with high school and college interns to find the right tasks to motivate them to continue in their work to protect the environment.

**Desired Credentials:**

- Strong, successful grant application writing skills.
- Experience with public speaking, networking and sustaining relationships with funders and community partners.
- Leadership experience at an organization of comparable size, scope, and financial complexity.

- Knowledge of, or experience in, the fields of environmental science, pollution prevention, toxics reduction, grassroots organizing, and/or advocacy.
- Knowledge of state and federal government policies, practices, and funding as well as the legislative process and advocacy.
- Multilingual
- Knowledge and love of the Berkshires
- Minimum of a bachelor's degree, masters or PhD preferred.

**Required:**

- Ability to give an enthusiastic presentation about BEAT's work - whether that is to an auditorium of 500 people or a meeting one-on-one
- Strong scientific reasoning skills and ability to critically read peer-reviewed papers in relevant fields
- The ability to both lead and raise up those you work with - key function is to raise enough money to pay our awesome staff well, add health insurance that is excellent and affordable, and retirement - as well as staff training, flexibility, etc.
- Ability to use - or willingness to learn - GIS mapping
- Experience managing projects in a team environment, including developing project plans and managing timelines, contracts and budgets.
- Climate change policy or programmatic background, with specific background or expertise in equity, environmental justice, and community outreach especially in underserved and environmental justice communities.
- Ability to interact with all types of people respectfully and appropriately, and to translate complex information for community members.
- Willingness to travel locally and regionally.
- Proven track record in building relationships and partnerships with a broad spectrum of stakeholders.
- Strong interpersonal skills and ability to interact and communicate with a variety of public and private interests, partners, and constituents.
- Strong computer proficiency and office skills.
- Willingness to work in the field (often alone), as well as in an office environment.
- Willingness to work occasional nights and weekend event days.
- A valid driver's license and willingness to use personal vehicle when necessary (with mileage reimbursement for travel).
- Ability to lift up to 30 pounds and walk on challenging terrain (e.g. up and down steep riverbanks).
- Ability to canoe on a lake and river.
- Use a collaborative project management style; demonstrated ability to organize, motivate, and support contractors and partners to complete complex tasks on schedule.
- Ability to exercise independent judgement, discretion, and decision-making. Maintain confidentiality and professional work standards and ethics.

- High-energy, creative, self-starter with excellent time management and organizational skills; proven ability to meet deadlines and maintain flexibility in a fast-paced work environment.
- Proven ability to work independently with minimal supervision and to work effectively, positively, and collaboratively as part of our dynamic team.
- Ability to work weekends and evenings when needed - including attending river cleanups, monthly green drinks, meetings with other grassroots organizations often in the evening, and many of our events are on weekends.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers to type, handle or feel, reach with hands and arms, talk and hear. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus during significant computer-related work. Must work in variable weather conditions, at remote locations, on difficult and hazardous terrain, canoeing on a river, and under physically demanding circumstances and may require long hours in isolated settings.

Please send a resume, cover letter, writing sample, and 3 references to Jane Winn, Executive Director, at [jane@thebeatnews.org](mailto:jane@thebeatnews.org) with the subject line: Deputy Director.