Position Description & Candidate Profile

Executive Director

2021-2022 Search Criteria

Pesticide Action Network

(PAN) North America
About PAN

PAN’s mission is to end reliance on hazardous pesticides and achieve health, resilience and justice in food and farming. For more than 35 years, we have worked with partners to drive savvy, high-impact campaigns for food system transformation at the state, national and international levels. Our staff of 18 works in coalition with groups rooted in communities most impacted by industrial agriculture and hazardous pesticides, with a particular focus in the key agricultural states of California, Hawai’i, Iowa and Minnesota. Our internal structure is team-based and collaborative.

PAN North America is one of five regional centers worldwide. We link local and international consumer, labor, health, environment and agriculture groups into an international citizens’ action network. Together, we challenge the global proliferation of pesticides, defend basic rights to health and environmental quality, and work to ensure the transition to a just and viable food system.
Our Needs From An Executive Director

The Executive Director (ED) brings energetic leadership to move this mission forward, with deep commitment to social justice and racial equity in the food system and beyond. The ED provides cohesive and seamless organizational leadership, management and oversight of programs, administration and fundraising. The ED supports a healthy, engaged workplace culture that includes exploring and implementing creative models of shared leadership and staff development.

The ED supervises a collaborative management team and serves as the PAN North America Regional Coordinator for PAN International. The ED has the authority to hire, supervise, evaluate and fire staff; manage the budget and make financial decisions; sign contracts; and carry out other executive-level decisions as appropriate. The ED is accountable to the Board of Directors.
Executive Director
KEY RESPONSIBILITIES

The Executive Director is responsible for working collaboratively with staff across the organization to ensure implementation of PAN’s strategic plan, including both program strategy and resource development. The ED drives development and implementation of the annual Sustainability Plan to support staff development and well being, continuous improvement of internal systems, and mobilization of adequate resources for long-term organizational health.

Organizational Leadership

☑ Support staff with vision and attention to PAN’s theory of change and organizational values;
☑ Collaborate with PAN Board and staff and constituencies in developing and implementing strategic plan;
☑ Support a collaborative organizational culture centered around effectiveness and equity;
☑ Provide effective thought leadership in national and international arenas, through both written word and public speaking;
☑ Participate in campaign work as is strategic and appropriate; and
☑ Serve as PAN North America Regional Coordinator for the PAN International network, a role which involves joint coordination of and fundraising for PAN International’s collaborative work, together with the Regional Coordinators of the other four global centers (Africa, Asia and the Pacific, Europe and Latin America).

Management, Fundraising & Finances

☑ Work with staff leadership across the organization (program, fundraising, finance and administration) to coordinate program and resource development strategy and implementation, and to develop and oversee effective management structures;
☑ Co-lead fundraising strategy, planning and evaluation with the Managing Director and Fundraising team;
☑ Serve as a primary public face with donors and foundations;
☑ Oversee management of organizational budget and finances;
☑ Ensure effective supervision structures to both support and hold staff accountable, including hire and fire authority; and
☑ Report to and support the Board of Directors, and staff the Board’s Management Oversight Committee and other Board committees as requested.
Qualifications

PAN seeks a visionary ED with experience working toward transformative food systems change rooted in social and racial justice, who is familiar with the roles that strategic communications, community-based participatory research and organizing play in this work. PAN seeks a leader with a commitment to using data and science to build power within communities. A leader who can learn from the wisdom from those communities most impacted by chemical-intensive industrial agriculture, with a keen ability to collaborate with staff and core constituencies while making strategic decisions.

The new ED’s leadership style should be positive, energetic, balanced, humble, transparent, inspiring and collaborative. The ED should be able to skillfully engage with diverse constituencies, show cultural competency and an openness to on-going learning. The ED will understand and navigate a range of power dynamics well, including those rooted in racial or gender privilege and global inequalities. The ED should have an ability to deftly navigate working with local and international coalitions and networks made up of many different types of organizations.

PAN SEEKS A CANDIDATE WITH:

- At least 4 years of experience in managing small- or medium-sized nonprofit organization(s); proven capabilities in providing high-level oversight of organizational finances and budgeting processes.
- Experience with shared leadership models or collaborative decision-making, and supportive approaches to personnel supervision, and human resource management generally. Interest in facilitating internal exploration and potential implementation of shared leadership models.
- Active commitment to working toward an anti-racist, multi-cultural organization.
- Experience with anti-oppression work, including personal/internal.
- Experience working deeply with environmental justice communities.
- Familiarity with organizational "hub" or department models for team management
- Familiarity with remote model with colleagues in two offices (CA, MN) and staff in multiple states.
- Significant fundraising experience, with a successful work history raising money from individuals and foundations.
- Skills as an effective public speaker and powerful storyteller, and willingness to represent the organization with donors, foundations, partners, policymakers and other key audiences.
- Experience making strategic decisions and ensuring delivery against objectives in a highly consultative environment.
- Familiarity with staffing and developing a Board of Directors.
- Commitment to PAN’s dedication to salary equity.

The successful candidate will excel at self-management, including effective time management, appropriate delegation and asking for support when needed, to ensure a healthy work/life balance.
Our Values

PAN embraces Justice, Equity, Diversity, Inclusion (JEDI) and is actively committed to increasing diversity among our staff, Board and volunteers. We are seeking applicants from a wide variety of ethnic, racial and social backgrounds for this position. We strongly encourage applications from people of color, individuals with roots in communities most impacted by chemical-intensive agriculture (particularly farmworker, rural and Indigenous communities) and people with international experience. Candidates bilingual in Spanish/English or French/English preferred. PAN does not discriminate against applicants or employees for reasons of race, color, disability, religion or creed, national origin or ancestry, gender, gender identity, sexual orientation, marital status, prior convictions, incarceration or age.

For more information about PAN North America please visit:

http://www.panna.org
Salary & Benefits

The hiring salary range for this position will be $107,000-$113,000/year. PAN offers health, dental and vision insurance (100% for employee/up to 75% for dependents); a 403(b) retirement plan; vacation and sick leave; and flexible scheduling. Our generous benefits package reflects our commitment to the health and well being of all staff members, contributing to both work-life balance and long term organizational sustainability.

PAN’s commitment to equity is reflected in our salary schedule, with the goal that every staff member earns a living wage and has predictable annual salary increases, and that the spread between the highest and lowest paid staff member is 2.5 to 1 (or less). Our salary equity approach is a practical demonstration of our organizational values: Collaboration, Equity, and Solidarity.

Work Environment

PAN North America is headquartered in Berkeley, CA with additional offices in Minneapolis, MN and field staff in Iowa, Washington, Tennessee, and Hawai‘i. The Executive Director will be adept at supporting a remote team and will meet in-person at the CA headquarters several times a year. If the candidate opts to relocate to the San Francisco Bay Area, up to $5,000 in relocation assistance will be provided.

How to Apply

☑️ Please send a resume and thoughtful cover letter to PANsearch@ventureleader.org with the subject line: “PAN Executive Director Search: [Your Name].”

☑️ Your cover letter should (1) describe how your skills and experience align with the position description and (2) your passion for Pesticide Action Network (PAN) North America’s mission, vision, and values.

☑️ Note: Applications without a cover letter will not be considered. Applications will be reviewed on a rolling basis and earlier applicants may receive priority consideration. To be considered, VLC encourages all interested candidates to submit their applications promptly. All applications will be held in strict confidence.