HIRING ANNOUNCEMENT: Climate Jobs New Jersey seeks Executive Director

Job Title: Executive Director
Work Location: New Jersey
Reports to: Climate Jobs NJ Board of Directors
Classification, Status, Employee Type: Exempt, Full-time, W-2
Start Date: As soon as reasonably possible; flexibility for mutual agreement

About Climate Jobs New Jersey
Climate Jobs New Jersey (CJNJ) is a coalition of labor unions united around the shared goal of combating climate change while reversing inequality. Our mission is to advocate for a clean energy economy at the scale climate science demands that creates good union jobs and supports more equitable communities. The coalition represents hundreds of thousands of workers who are trained and skilled to build New Jersey's new clean-energy economy from the ground up. By focusing on the construction and manufacturing of clean energy technologies as a way to combat the climate crisis, Climate Jobs NJ offers a compelling new approach - building a clean energy economy is an opportunity for labor to lead in climate by creating high-quality family-sustaining jobs that spur economic development while reducing carbon emissions.

Position Summary
Under the direction and guidance of the CJNJ Board of Directors, the Climate Jobs New Jersey Executive Director engages member unions and builds coalition unity, develops and implements campaigns, and ensures a strong, well-managed organization. The Executive Director is responsible for the planning, organizing, staffing, motivating, directing, managing, lobbying, and fundraising for all of CJNJ's designated priorities.

Responsibilities (Essential Duties and Responsibilities)
- Lead organizational development, including launching of CJNJ as a new organization in New Jersey.
- Work with the Board of Directors, staff, members, and allies to develop comprehensive state legislative campaigns that prioritize labor, equity standards, and decarbonization. Meet with elected officials, community members and organizations to tell the Climate Jobs NJ story and to gain support for its priorities.
- Coordinate campaigns with unions and community partners to win legislative changes to address the climate crisis, raise labor standards, and create good union jobs in NJ.
- Organize outreach to unions to formally join as coalition members.
- Support the development of the Climate Jobs NJ Board.
- Support federal efforts on federal climate jobs initiatives.
- Support the organization's external-facing communications, including online communications and traditional media and, at times, act as the public face of the organization, speaking in support of Climate Jobs New Jersey's mission and agenda at conventional press events, rallies, panels, and in other public venue.
- Identify and cultivate relationships with foundations, corporations, labor unions, governmental entities, individuals, and community organizations to secure major planned gifts and grants, allowing Climate Jobs NJ to become financially sustainable.
- Support educational work within the labor movement about the climate and inequality crises, their impacts on workers' lives, and our response.

- Develop strong knowledge of current employment and industry trends in NJ and opportunities for Climate Jobs participation by consulting with unions and employer partners, conducting independent research when necessary.
- Supervise and support other staff and contractors.
- Work with other staff and members on organizational development, fundraising, campaigns, special projects, trainings, and meetings.
- Collaborate with the Board of Directors to establish the annual budget and to maintain sound financial procedures, reporting, and performance.
- Ensure compliance with all laws, regulations and guidelines governing non-profit organizations and lobbying.
- Perform all other duties incidental to the duties of an Executive Director or as may be assigned by the CJNJ Board of Directors.

Qualifications (Knowledge, skills, and abilities):

- 3 years experience running legislative, community, and electoral campaigns.
- Experience in campaigns involving workforce development and/or unions preferred but not required.
- 5 years experience in a leadership position managing and overseeing operations of a non-profit organization while maintaining solid relationships with staff, board, donors, and community.
- Ability to manage multiple projects, priorities, and diverse personalities with careful attention to detail in a fast-paced environment.
- Ability to write and create multi-year strategic plans.
- Ability to fundraise from unions and philanthropic organizations
- A solid accounting, budgeting, financial management, and marketing knowledge.
- Experience engaging in various problem-solving and taking initiative while utilizing a people-centric approach and exhibiting good judgment.
- Cultural competency and sensitivity to diverse cultures, backgrounds, and communication styles.

Compensation

$100,000-135,000, commensurate with experience and includes a strong benefit package, including employer provided health insurance and a retirement plan.

Candidate Guidelines

Candidates should submit a resume and a cover letter that describes how their qualifications and experience match the needs and mission of Climate Jobs NJ, along with salary expectations. Application materials should be sent to climatejobsnewjersey@gmail.com. Applications requested by December 12, 2025.

Climate Jobs NJ is an Equal Employment Opportunity employer and actively seeks to recruit, hire, and provide opportunities for professional advancement without regard to race, color, religion, sex, national origin, age, disability, gender identity, sexual orientation, and citizenship.