



National Council for Occupational Safety and Health Executive Director Job Announcement



The National Council for Occupational Safety and Health (“National COSH”) is seeking a new Executive Director. The National COSH and its affiliates advocate for safe and healthy working conditions for all workers, conduct training and educational programs on workplace safety for workers and unions, and educate the public on worker safety and health issues. National COSH is an expanding organization that takes a leading role in the national activist movement for worker safety and health. It is the umbrella organization for a network of state and local grassroots “COSH” groups—Coalitions/Committees on Occupational Safety and Health—around the U.S.

The Executive Director provides the organization with overall strategic direction, management, and leadership. In addition, the Executive Director will coordinate national policy advocacy efforts of the National COSH Network and our broader coalition of allies advocating for better worker safety and health conditions. The Executive Director represents the organization before the public and the media and has primary responsibility for procuring funding for the organization. The Executive Director works closely with a team of staff, reports to the Board of Directors, and coordinates national projects with members groups around the country.

The successful candidate may be based anywhere in the continental U.S. but must be able and willing to travel several times a year to Washington, DC, in addition to other destinations. The candidate must also have a proven ability to work independently and collaboratively with paid and volunteer stakeholders of the organization.

Specific responsibilities will include:

- Overseeing the development and implementation of the organization’s overall policy advocacy agenda, in conjunction with other staff, the Board, and our allies.
- Facilitating the work of our small staff and consultants including our Deputy Director, Communications Manager, and Contract Organizer.
- Managing the organization’s finances, in conjunction with our bookkeeper and Treasurer.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Ensuring that the organization meets all its obligations to existing funders—submitting timely written financial reports documenting activities and ensuring compliance with all grant requirements.
- Growing the funding base by securing new sources through government and foundation grants research and grant writing.
- Coordinating and implementing the organization’s communications plan and with staff.
- Working with staff to plan national network meetings and national conferences.

- Developing, maintaining, and supporting a strong Board of Directors and ensuring that the Board is kept fully informed.
- In collaboration with the National COSH Board of Directors and staff, represent National COSH before government agencies and other parties.
- Overseeing financial management of government and foundation grants to ensure that all expenditures are properly accounted for and reported.
- Providing leadership and vision to continue building the base of the organization that includes unions, workers' centers and workers' rights activists

Position Requirements

The Executive Director must be committed to National COSH's mission and vision of building a powerful worker movement for social change.

The ideal candidate will demonstrate experience and qualifications that include:

- At least ten years of experience in workers' rights and/or social justice advocacy preferred.
- At least five years of experience in non-profit financial management preferred.
- Proven track record of grant fundraising experience.
- Excellent written communication skills including organizational correspondence, educational materials, policy analysis, and media communications.
- Proven success advocating for progressive policy change.
- Staff management and coordination experience.
- Demonstrated success writing and administering federal and foundation grants.
- Experience in the field of occupational safety and health or related workers' rights issue preferred.
- Experience in adult education and training and program evaluation.
- Ability to work cooperatively in worker advocacy coalitions.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Ability to speak Spanish is a valuable asset.
- Past success working with a Board of Directors
- Ability to work effectively in a cooperative, non-traditional, team environment.

Must be available to do occasional travel and work some nights and weekends.

Salary depending on experience and education. Benefits include health insurance, paid leave, and pension contribution.

Please send resume and cover letter to nationalcoshjobs@gmail.com. The position will be open until an appropriate candidate is identified.

ABSOLUTELY NO PHONE CALLS PLEASE.