



Keep Bermuda Beautiful (KBB)

is seeking an energetic individual with a passion for the environment to fill the role of **Executive Director**

Your responsibilities will include:

- Manage the day-to-day administration of the KBB office
- Assist with all fundraising and sponsorship activities
- Deliver community-wide environmental programmes
- Coordinate a diverse range of volunteer groups
- Maintain a membership database; create digital newsletters
- Collaborate with environmental and community groups
- Serve as the KBB representative and spokesperson

Your qualifications and skills include:

- A genuine desire to work for an environmental nonprofit
- Excellent organisational skills; work on own initiative
- Experience in event planning and managing teams
- Experience in marketing and fundraising campaigns
- Strong communications, interpersonal skills, writing ability
- Proficient at Microsoft Office, WordPress, Constant Contact
- A working knowledge of trends & developments in the field
- Prior experience (advantageous) nonprofit or teaching
- Willingness to work outside of regular office hours
- Transportation and a clean driving license
- Does this sound like you?

Please submit your resume & cover letter to office@kbb.bm

Closing date: Wednesday, 28 October 2020