



Bedford 2030 Executive Director Position

Overview

Bedford 2030 is seeking its next Executive Director to lead this grassroots climate action organization as it advances its mission of addressing **climate change by empowering communities to take local action for a healthy environment.**

The new Executive Director will join the organization at an exciting time of transition and growth, and lead the Bedford 2030 staff, who, along with its active Board of Directors, create and run programs that enable communities to take impactful climate action.

The new Executive Director will be leveraging Bedford 2030's strong and successful track record, its highly respected brand, supportive municipal leadership, and a community that values and supports the organization's work to transition the organization beyond Bedford and past 2030. Bedford 2030 adopted a new mission statement in June 2026 and has a Board directive to implement broader and more impactful programs. The new Executive Director will lead the organization to bring greater focus and impact while building on its legacy as a trusted environmental and climate change partner for communities.

Job Summary

The Executive Director is responsible for ensuring the fulfillment of Bedford 2030's mission and goals and providing leadership to the organization in the following areas: fundraising, staff management, change management, connection to communities, and environmental education. The responsibilities for this include the following:

Responsibilities

1. Fundraising
 - a. Ensuring that the organization raises the funds needed to execute its mission and fulfill its budget obligations
 - b. Implement comprehensive fundraising strategies with the Development Manager
 - c. Cultivate strategic partnerships and relationships with donors, philanthropic organizations, and corporate sponsors
 - d. Oversee fundraising systems, staff, events, and explore innovative funding opportunities, as well as explore hosting an annual large public fundraising event
 - e. Stay abreast of financial and programmatic support under federal, state, and local initiatives and implement strategies to utilize such resources as appropriate
2. Leadership & Strategy
 - a. Update the Strategic Plan informed by community input and the recently completed revisioning process to advance Bedford 2030's broadened mission of combating climate change by empowering communities
 - b. Implement the updated Strategic Plan to better focus resources to deliver more impact and to monetize programs
 - c. Provide strategic direction to staff and volunteers to favorably deliver impacts in the

- most efficient manner
 - d. Lead the re-naming of Bedford 2030 to better reflect the new mission, revised strategic direction, and focus
 - e. Determine a communications strategy and appropriate messaging to announce and explain the changes in the organization's focus, including the shift in goals and metrics.
 - f. Stay abreast of emerging federal, state, and local climate laws, regulations, and environmental policy that can advance the work of the organization
 - g. Build and maintain working relationships with the Bedford Town Board, key Town staff, and with active members of the Bedford community
 - h. Build relationships with other municipalities and organizations to facilitate collaboration and explore program expansions
 - i. Work with staff to cultivate intentional constituent journeys for program participants, volunteers, donors, and community members, ensuring that every interaction creates opportunities for deeper engagement, greater impact, and long-term support of the organization's mission
3. Management of the Organization
- a. Oversee the day-to-day operations of the organization
 - b. Ensure the effective utilization of Bedford 2030's human and financial resources
 - c. Monitor, track, and evaluate program and communications performance and evaluate the effectiveness of all initiatives
 - d. Collaborate with staff, Board members, other advisors, and stakeholders to develop impactful climate action programs.
 - e. Support all Committees of the Board and Committees of the Corporation
4. Financial Management
- a. Ensure that financial resources are managed to ensure the organization can maximize its impact and support its post-2030 strategy
 - b. Manage cash needs and investments in accordance with the organization's Investment Policy
 - c. Together with Bedford2030's accountant, ensure that annual financial filings are prepared accurately and with full disclosure
5. Board Relations
- a. Develop a strong working relationship with the Board, including Board committees to ensure collaboration, and alignment on operations and strategy
 - b. Maintain relationships with each Board member individually to ensure that they are engaged in their role on the Board
 - c. Manage quarterly Board meetings so that the time spent at the Board meeting itself is most effective
6. Advocacy
- a. Represent Bedford 2030 within Bedford and in other communities, helping to maintain Bedford 2030's trusted brand and reputation with municipal leadership and with partner organizations
 - b. Where appropriate, identify opportunities for Bedford 2030 to promote and support legislation that directly relates to climate action efforts locally or in the State
 - c. Identify ways to ensure that Bedford 2030's climate action initiatives are accessible to disadvantaged communities

Qualifications:

- Bachelor's degree
- Demonstrated leadership experience in the non-profit, environmental, or climate action sector
- Passion for climate action, environmental policy, and sustainability principles
- Willingness to work with equally passionate people, among staff, the Board, and the

community

- Proven capabilities and track record in fundraising, grant writing, and donor cultivation
- Excellent communication skills, with the ability to effectively engage diverse audiences and stakeholders
- Strong ability to act as a change agent, inclusive of strategic planning, analytical, and problem-solving abilities
- Experience in staff management
- Strong ability to hold fast to the big picture vision while maintaining excellent attention to execution detail
- Willingness to work certain weekends, evenings, and potentially beyond the normal 9-5 timeline and to assist other staff and the Board in special projects

It is desirable but not required that the candidate live in or near (within 45min of) Bedford, NY. The candidate must be willing to spend time in the footprint of Bedford2030's work, which will likely include surrounding areas in Westchester County and the Lower Hudson Valley.

Salary range: \$105,000-\$130,000, with a possible higher salary if a very successful track record in fundraising is demonstrated.

Benefits: Flexible working schedule, remote work for up to 4 days a week, medical insurance, generous paid time off, paid holidays, professional development benefits, sick time.

To apply: To express your interest in and apply for this position, **please [complete this form](#)**, including prompts to upload your resume and cover letter, **by Sept 4, 2026**.

Applications will be reviewed on a rolling basis.

Questions? Contact Mark Thielking, Bedford 2030 Board Chair, at bedfordnyenergy@gmail.com.

About Bedford 2030

[Bedford 2030](#), a 501(c)(3) non-profit organization, addresses **climate change by empowering communities to take local action for a healthy environment**. We organize a grassroots effort in our community to achieve aggressive climate action goals identified in the Bedford Climate Action Plan.

In 2009, a group of concerned Bedford neighbors hosted the Bedford Environmental Summit and gathered over 1,000 community members to learn how each of us can take steps to protect our planet starting at home.

As a result, the Town of Bedford adopted Westchester County's first Climate Action Plan and set what, at the time, was an aggressive goal to reduce greenhouse gas emissions (GHG) 20% by 2020. "Bedford 2020" was formed to lead the Bedford community in a movement to achieve its climate action goals and preserve natural resources.

For nearly 15 years, Bedford 2020—now Bedford 2030—has empowered community members to change behavior: adopt clean energy solutions, electrify home heating and transportation, reduce waste, embrace climate-friendly water and land practices, and more.

After an incredible decade of climate action, a 2019 report indicated that the Bedford community achieved a 44% reduction in GHG emissions through 2017—more than doubling its 20% by 2020

goal three years ahead of schedule.

In the spring of 2026, the Bedford 2030 board embarked on a revisioning process to get a jump on our stated end date of 2030 as well as explore the Board's desire to expand our impact. From the conversations with both internal and external stakeholders, it is clear that Bedford 2030 is a trusted organization within the broader Bedford community, and many people see it as the prime example of a local climate change organization within Westchester County, and even across the state of New York. Many members of the community would strongly recommend the organization to others. Bedford 2030 is perceived and embraced as a climate organization, but given the wide range of programs that the Organization offers, it has the latitude to redesign how it works on climate change issues differently from today.

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(7/23/26)