



**CASSE**

Center for the Advancement of the  
Steady State Economy

5101 South 11th Street • Arlington, VA 22204 USA • [www.steadystate.org](http://www.steadystate.org) • [info@steadystate.org](mailto:info@steadystate.org) • 541.602.3097

## Position Description: Executive Director

### Overview

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The Executive Director is responsible for implementing and developing plans, leading projects, and working with collaborators to achieve CASSE's mission of advancing the steady state economy as a policy goal with widespread public support. The director manages day-to-day operations; maintaining the CASSE website, raising funds, garnering support for the CASSE position on economic growth, coordinating staff and volunteers, managing finances, networking with collaborators, and representing CASSE's interests in public forums.

### Primary Responsibilities

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1. **Organizational development.** Maintain and enhance CASSE's organizational structure.
  - With the CASSE President and Directors, develop long-term strategies for achieving the mission.
  - Maintain and enhance the CASSE website, [www.steadystate.org](http://www.steadystate.org).
  - Facilitate chapter development and provide chapter oversight.
  - Circulate "CASSE information roundups" to staff and board members.
  - Provide opportunities for outreach volunteers to assist with CASSE projects.
2. **Fundraising.** Procure long-term funding to keep a regular staff, hire additional support, and increase educational and research activities.
  - Operate membership and donation programs; recruit members; procure membership renewals.
  - Seek funding from foundations and similar institutions; write grant proposals.
  - Manage database of organizational funding opportunities.
  - Maintain relationships with foundations, including delivery of reports to funders.
3. **General administration and financial management.** Handle administrative/financial obligations.
  - 3.1. Develop and manage the annual budget.
  - 3.2. Pay employment taxes.
  - 3.3. File required reports with federal, state, and local governments.
  - 3.4. Pay bills.
  - 3.5. Track and manage CASSE's bank accounts.
  - 3.6. Manage payroll and tax withholding.
4. **Communications/outreach.** Deliver effective communications to CASSE constituents and the broader public.
  - Develop a communications strategy, balancing this strategy with opportunities that arise.
  - Circulate the CASSE position on economic growth, seeking quantity of signatures and prominence of signatories. Develop campaigns and projects for obtaining signatures.
  - Seek endorsement of CASSE position by NGOs, businesses, think tanks, and other organizations.
  - Track and increase CASSE web traffic, including CASSE's Facebook and Twitter accounts.
  - Obtain, post, and distribute translations of the position statement.

- Manage the speakers network; recruit new speakers; facilitate CASSE presentations and speeches in venues including conferences, meetings, webinars, video broadcasts, radio shows, etc.
- Compose and distribute quarterly *Steady Stater*, summarizing CASSE's progress and other developments in steady statesmanship.
- Send mass and targeted emails on a regular basis (monthly or bi-monthly).
- Spread awareness of CASSE and the *Daly News* to writers, journalists, professional societies, listserves, and universities.
- Maintain contact with similar organizations and develop collaborative opportunities.
- Respond to emails sent to [info@steadystate.org](mailto:info@steadystate.org).
- Represent CASSE in media interviews and at public speaking venues.
- Prepare and distribute press releases for important events.

**5. Research and production of educational materials.** Facilitate research on steady statesmanship and communicate the results.

- Work with CASSE affiliates to organize and launch two-page CASSE briefing papers, peer-reviewed journal articles, and books on steady state economics, policy, and politics.
- Periodically update the CASSE list of recommendations for being a steady stater.

## **Supervision and Logistics**

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**Supervision:** The Executive Director is supervised by the CASSE President. Supervision is generally limited in scope. The President may prioritize duties as needed, and has final discretion on the content of website material and CASSE publications. On some projects, the Executive Director is expected to work closely and frequently with the President and other Directors. However, the Executive Director will typically operate with substantial independence.

**Office:** The Executive Director's office will be in or near Arlington, Virginia, allowing efficient access to NGOs, universities, policy makers, and others in the Washington, DC metropolitan area. (Exceptions may be made based on circumstances.)

**Salary:** Commensurate with education, experience, and passion for advancing the steady state economy. Starting salary is unlikely to exceed \$50,000; may be rapidly adjusted depending on fundraising outcomes.

**Starting Date:** Approximately January 9, 2012; earlier or start later based on circumstances.

**To apply:** Send a resume, copies of transcripts, and contact information for three references to [brianczech@steadystate.org](mailto:brianczech@steadystate.org).

**For more information, contact:**

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