

EXECUTIVE DIRECTOR POSITION USGBC NATIONAL CAPITOL REGION CHAPTER

The Board of Directors of the U.S. Green Building Council's National Capitol Region Chapter is seeking a multifaceted and dynamic Executive Director to oversee and implement the green building mission of the Chapter and the initiatives as set by the Chapter Board.

The Board's primary functions are to set and guide the Chapter vision, develop and approve the strategic plan and budget, ensure the Chapter's financial health and legal compliance, monitor the Chapter's impact, and select the Executive Director.

Executive Director

The Executive Director of the National Capitol Region, a local chapter of the U.S. Green Building Council, will lead all aspects of the Chapter in the fulfillment of its mission consistent with the organization's strategic plan. The Executive Director will be responsible to the Board of Directors to perform the following primary functions:

1. Assist the Board in implementing its vision and mission. Lead the effort to incorporate these in daily activities, internally and externally
2. Develop and execute funding strategies to meet strategic goals and provide for the fiscal sustainability of the organization
3. In conjunction with the Board and the Chapter's Education and Programs Committees, develop high level programs consistent with the mission of the organization.
4. Manage Chapter operations and finances
5. Promote the organization's goals and vision through public relations and outreach
6. Develop, sustain and grow Chapter membership
7. Lead the transition from a board driven organization to a staff and committee driven organization

Specific Description

The Executive Director will work with the Board of Directors to implement the following components of the Strategic Plan:

Vision and Leadership

- Implement the mission and vision on a daily basis in every aspect of the Chapter to help the Chapter grow.
- Embody a pragmatic, flexible, enthusiastic attitude towards organizational growth and presentation of new opportunities to the Board
- Be a thoughtful problem-solver who can motivate committees and keep them focused on long and short-term goals
- Create and implement outside the box opportunities and activities
- Provide leadership and accountability for all Chapter committees

Sponsorship and Chapter Development

- Identify, cultivate, and maintain strategic corporate and private sector funding
- Review and suggest modifications to sponsor pricing; implement sponsor benefits (PR, event signage, web site, etc) for new and existing sponsors
- Create and execute fundraising events in coordination with Chapter committees
- Develop an individual donor roster and foster these relationships



Program Development and Implementation

- Create and implement (along with Chapter committees) monthly (minimum) topic-specific educational sessions including speaker solicitation, location / venue, catering, event pricing, cash collection, onsite membership recruitment, sponsorship solicitation and other relevant tasks
- Coordinate educational sessions both for the Chapter and education delivery partners including LEED® training as above
- Originate and/or develop other programs based on review of other local USGBC Chapter initiatives, Board input, or Executive Director ideas
- Manage USGBC national Educational Provider status and related training related coordination such as venue procurement, instructor and materials coordination, and financial analysis

Chapter Operations

- Manage day-to-day operations of the Chapter including:
- Establish Chapter operational policies and procedures manual for Board approval
- Assist and support the Board Treasurer in the management of Chapter finances including all reporting obligations, development and implementation of annual budgets, auditing, and all efforts to ensure financial responsibility and sustainability
- Ensure rigorous compliance with requirements of the Chapter's status as a 501(c)3 organization
- Prepare an annual report for the Board to be shared with the USGBC
- Hire and manage staff as required
- Maintain membership and sponsorship database and checks aging accounts with help of Development and Membership committees
- Provide phone and email support for people wanting to learn more about the Chapter and USGBC

Public Relations and Communication

- Develop public relations plan and strategy including key talking points and metrics, a list of media outlets and contacts, green buildings in region (certified and registered), list of developers, and other relevant PR-related initiatives
- Be an effective communicator, strategic and respectful collaborator, and "bridge builder" who can foster partnerships with funders as well as in the community and with policy-makers
- Build the Chapter's network of support, partnerships, and mission oriented contacts
- Develop a speakers and authors bureau engaging membership participation
- Oversee the Chapter's visibility and relevancy within the Chapter's footprint as the first source for information on green building technologies, practices, and advocacy using monthly e-newsletter, social media, and other forms of communications
- Identify and foster national partnerships and alliances with government, community, non-profit, and private entities to further Chapter objectives
- Drive the content creation for newsletters and website
- Acts as a liaison between the Chapter and USGBC National

Member Resources and Benefits

- Oversee the development and implementation of member resources and benefits including new member package, benefits document, schedule of events, internet communications, and other similar initiatives
- Manage the member database
- Work with the membership committee to develop and implement initiatives to retain existing members and attract new members.
- Develop creative ways of engaging members to participate in committees and Chapter leadership

Qualifications and Skills

Priority

- The successful candidate should possess the following experience, knowledge and skills:
- Ability to develop a fundraising strategy and write successful grants, secure contracts and raise funds through sponsorship recruitment. Maintenance of potential sponsor data and ability to engage membership to create new sources for fundraising.
- Demonstrated leadership and team-building skills, including strong skills in facilitation, coordination and mediation.
- Budgeting and financial management experience, including creating and managing budgets, profit and loss statements, cash flow, and grant administration.
- Proactive leadership and experience; working effectively with a Board of Directors or senior management structure is preferred.
- Excellent organizational abilities, attention to detail, and capacity to handle several tasks at one time.
- Excellent writing and communication skills, including presentation and public speaking skills.
- Prioritization; the ability to utilize staff resources effectively towards meaningful activities
- Ability to envision, create and develop ideas and programs

Desirable

- Experience providing staff direction, motivation, and supervision in a collaborative, team-oriented environment.
- Understanding/knowledge of the DC building community, experience with green building preferred
- A working knowledge of the political and policy context for Green Building and LEED in the region
- Experience or interest in sustainability
- LEED® Accredited Professional
- Experience with website, newsletter publishing, and software tools
- Experience representing and recruiting members.
- General knowledge of green building design and construction strategies and technologies