



Central Texas - Balcones

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Executive Director Job Description

About USGBC-CTB

The Central Texas-Balcones Chapter of the U.S. Green Building Council is hiring its first Executive Director. Building on our success and the momentum in the field, we are expanding our organization to ensure that our work is not only sustainable, but continually compelling and connected to the needs of the community.

A chapter of the National USGBC, the USGBC Central Texas-Balcones Chapter was founded in 2003 and incorporated in 2005. The Chapter's mission is to accelerate the transformation toward sustainable building and land development practices in Central Texas through innovation, advocacy and partnerships. Our growth and accomplishments to date have been impressive and have drawn local and regional attention and praise. A dedicated and passionate group of all volunteers deliver exemplary programs and now reach over 2,000 participants in the green building movement in a 55-county region of Central Texas.

Governed by a board of 13 regional leaders, the USGBC CT-B has over 700 members. The organization's 2008 budget of approximately \$125K reflects continued community support. Member development and education and building collaborative partnerships in the environmental community are key organizational goals.

The Executive Director Position

The Chapter seeks an Executive Director who can build on its brief but rich history and move the organization into a new phase of sustainability through meaningful community partnerships.

Desired Experience and Attributes.

The Executive Director will report to the Board of Directors, provide leadership to the organization, and manage day-to-day operations.

Ideal candidates will bring to the position a variety of attributes, knowledge and skills:

- Proven record of fundraising success with corporate, individual, foundation, and grant support
- Experience developing and sustaining a paid membership program and earning income through workshops and programs

- 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
- Visionary leader with experience implementing systems, processes, and infrastructure necessary to take the Chapter to next phase
- Experience leading an organization through significant growth or a successful transition period
- Administrative experience, including financial management, strategic planning, and resource management experience
- Thoughtful problem-solver who can motivate a team and keep it focused on long and short-term goals
- Compelling and effective writing and presentation skills
- Passion for working with the green building community and embracing issues related to the environment, conservation, and preservation
- Warm, engaging, and open interpersonal communication style
- Pragmatic, flexible, enthusiastic attitude towards organizational growth and opportunities
- Reflects organization’s values of honesty and integrity
- Working knowledge of governmental processes of Austin, San Antonio, and the region, along with familiarity with local community and business leaders preferred

Job description

Reporting to the Board of Directors, the Executive Director is responsible for the effective leadership, management and financial health of the Chapter.

In relations with members and collaborators, both existing and prospective, the Executive Director will:

- As organization grows, create, maintain, and support an effective management team, building strong collaboration among stakeholders
- Foster a climate which attracts, retains, and motivates a diverse team of top quality collaborators
- Provide strategic leadership to paid membership program, ensuring Chapter’s financial goals are met while members’ educational and professional goals are satisfied
- In coordination with board leadership, support implementation of an advocacy plan

In development and marketing, the Executive Director will:

- Lead a successful fund development strategy, working closely with the board to maintain and increase current levels of giving while identifying new funding sources

- Raise the profile of the Chapter by actively and effectively representing the organization to funders, community leaders and the community at large and implementing sound marketing and public relations strategies

In program development and administration, the Executive Director will:

- Ensure effective, efficient, and impactful day-to-day administration of program and organizational excellence
- Ensure that all organizational policies, practices, and values are in compliance with USGBC National standards and Chapter requirements
- Further mission through educating and building mission-driven programs
- Thoughtfully sustain and grow earned income through workshops, programs, and membership

In budget and finance, the Executive Director will:

- Ensure the Chapter applies sound financial and administrative practice through effective fiscal management
- Work with the Treasurer, Finance Committee, and the board in preparing a budget and see that the organization operates within budget guidelines

Application Process

To apply, please send letter of interest describing relevant experiences, resume, three references, and 3-year salary history to apply@usgbc-centraltexas.org by **December 17, 2008**. Interviews begin the week of **January 4, 2009**. We reserve the right to accept applications until the position is filled.

USGBC CT-B is an Equal Opportunity Employer.
