

## **USGBC-Inland Empire Chapter seeks Executive Director/Management Consultant (Part-time)**

The USGBC-Inland Empire Chapter (USGBC-IE or the Chapter) is a 501 (C)(3) non-profit organization and a chartered chapter of the U.S. Green Building Council (USGBC), a national organization of approximately 18,000 member organizations with 78 chapters nationwide. USGBC-IE's mission is **"To promote sustainable strategies and responsibility for the Inland Empire's environmental legacy and built environment, fostering a healthy, prosperous and improved quality of life."** USGBC-IE is one of the fastest organizing chapters in recent USGBC history and one of the fastest growing with an average of sixteen new members joining the Chapter monthly. Chapter membership opened on March 26, 2008 and as of July 2009, registered Chapter members now number 236. Additionally, approximately 600 individuals and organizations from throughout the Inland region have registered on the Chapter's interest and friends list.

Demand for Chapter sponsored and developed educational programming and membership participation opportunities continues to grow at an unprecedented rate. In 2008, Chapter members participated in and or conducted approximately 84 educational, informational, outreach and organizational activities and events. USGBC-IE serves the 27,000 square-mile two county areas of Riverside and San Bernardino County and presently has two organizing Branches, the Coachella Valley and Green Team Arrowhead Branches.

USGBC-IE is presently seeking an experienced, energetic and performance-oriented Executive Director/Management Consultant (Contractor) to lead the development of this thriving local Chapter, helping to grow and develop the Chapter's impact throughout the region and service to its members. A passion and experience for green building and sustainability issues and practices is essential. This is a part-time, non-staff, off-site independent contractor position intended to evolve into a full-time staff position as the Chapter's financial resources are grown, and a strong-fundraising capability and financial acumen is essential. Initially, the Contractor will work off-site in an independent office or home office location appropriately equipped with computer, software, printer, broadband internet, telephone and scanner and or fax equipment.

### **Responsibilities**

#### **1. Financial Management and Fundraising**

- Support the Board in its fundraising efforts. Coalesce and manage the sponsorship plan. With the Board, establish fundraising goals, sponsor list, methods for acquiring sponsors and sponsorship training.
- Support and coordinate with the Chapter's Membership and Finance Committees. Develop and implement the membership plan. Establish goals for acquiring new members, develop membership retention plan, and improve member services.
- Support and work closely with the Chapter's Finance Chair and Finance Committee. Support the annual budgeting process with the Finance Committee and the Board. Manage the annual budget and provide regular reporting to the Board and committees.

**USGBC-Inland Empire Chapter**  
**Executive Director/Management Consultant Position**  
(Continued page 2)

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- Work with the Finance Chair to provide the Board with comprehensive, regular reports on the revenues, expenditures and projected fiscal needs of the organization. . Approve expenditures within the approved budget and authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Lead grant writing efforts and opportunities.

**2. Chapter Strategic Plan**

- Lead the development and implementation of a five-year rolling strategic plan, and develop the business plan to accompany the strategic plan. Manage the Chapter such that goals of the strategic and business plans are met. Engage the Board and Steering Committee in the strategic planning process.
- Build on existing Chapter activities and capacity, and develop the program elements necessary to fulfill the strategic plan. Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board. Develop new program activities responsive to member, sponsors, and strategic allies to further the mission and relevance of the Chapter.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.

**3. Chapter Visibility**

- Develop an external communications plan to promote the Chapter with the media, strategic allies, members, sponsors and project partners.
- Develop an internal communications plan to streamline and clarify communications between the Board, Steering Committee, Branches, Committees and Staff.
- Serve as the central point of contact for media and the public.
- Represent the organization at events, conferences, and community activities to enhance the organization's public profile and build relationships with other organizations and strategic partners.
- In addition to the Chair of the Board, Directors and Board members at-large, act as a spokesperson for the organization.
- Advocate for key issues relevant to the Chapter's mission.

**4. Strategic Process Improvements**

- Streamline operational processes to enable efficiency, productivity, communication and clarity with administrative staff, the Steering Committee, the Board, at-large members and USGBC.

**USGBC-Inland Empire Chapter**  
**Executive Director/Management Consultant Position**  
(Continued page 3)

- Manage the Chapter website such that it becomes a highly effective means of communication. Use appropriate software tools and technical support systems that enhance productivity and streamline operations.
- Develop and document organizational policies and procedures. Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Manage Chapter's administrative staff. Oversee the efficient and effective day-to-day operation of the organization. As staffing requirements increase, recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission. Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Be the primary point of contact for the Chapter with USGBC and the Pacific Regional Forum. Be aware of ongoing issues at the national and regional level and communicate with the Board and staff as necessary. Foster an effective working relationship with USGBC and Pacific Regional Forum.
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage, and that the organization operates in compliance with all State and Federal regulations.

**5. Volunteer and Membership coordination**

- Work with the Board, Steering Committee, Branches and Staff to develop a communication plan for the Chapter that articulates who communicates what, to whom, and when, that balances the desire for transparency and inclusiveness with the need for confidentiality of some organizational information.
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director, staff and committees.
- Work with the Finance Chair and Committee to provide training and support to Branches and committees in the areas of budgeting, operational practices, and communications.
- Serve as the point of contact for members and potential members and sponsors.
- Support activities delivered by committees such as events, communications, membership, finance, green building resources, emerging green builders, and Chapter Branches.

**6. Additional Specific Responsibilities Include**

- Attend regular Chapter Board and Steering Committee meetings (typically 1 to 2 mtgs. per month).
- Support and work with the Chapter Chair, Vice Chair, Secretary and Finance Chair to develop monthly agendas and action plans
- Work closely on a day-to-day basis with Chapter Chair, Officers and Committee Chairs via e-mail, phone, conference calls and in-person meetings as required.
- Work closely on a day-to-day basis with Chapter administrative staff, consultants, vendors, Board members and Member volunteers to ensure all Chapter collateral information

**USGBC-Inland Empire Chapter  
Executive Director/Management Consultant Position**  
(Continued page 4)

- including website, event calendar, contact lists, committee lists, membership and interest lists and database, informational documents, board meeting notes, Chapter policy documents and similar, are maintained and up-to-date.
- Attend and represents the Chapter at all monthly membership meetings and key chapter events and workshops and represent the Chapter at key regional events.
  - Maintain regular contact with USGBC National Chapter Coordinators and assigned Chapter Growth Consultant (CGC).
  - Communicate and coordinate with various Chapter partners, sponsors and members regularly.

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**Priority Qualifications and Skills**

The successful candidate should possess the following experience, knowledge and skills:

- A strong entrepreneurial spirit and proven commitment to addressing a variety of environmental and public health issues.
- Strategic planning including experience developing and implementing business plans.
- Ability to develop a fundraising strategy, write successful grants, secure contracts, and to raise funds through sponsorship recruitment.
- Budgeting and financial management experience, including creating and managing budgets, profit and loss statements, cash flow, and grant administration.
- Demonstrated leadership and team-building skills, including strong skills in facilitation, coordination and mediation.
- Ability to articulate the environmental, health, and economic benefits of Green Building.
- Experience working effectively with a Board of Directors or senior management structure.
- 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.

**Desirable Qualifications and Skills**

- A working knowledge of the political and policy context for Green Building and LEED in the region.
- LEED<sup>®</sup> accredited professional desired but not required
- Experience with website, newsletter publishing, and software tools and management
- Experience providing staff direction, motivation, and supervision in a collaborative, team-oriented environment.
- Experience representing and recruiting members.
- General knowledge of green building design and construction strategies and technologies

**USGBC-Inland Empire Chapter  
Executive Director/Management Consultant Position**  
(Continued page 5)

**Education and Background**

Bachelor or Graduate degree in public administration, business, city or urban planning, architecture, public policy, construction management or related field and relevant work experience.

**Contract Terms:**

- This is an at-will non-staff, non-benefit contract position and may be terminated at any time.
- Contract scope for initial period is 6 months and 25 hours per week. Total contract amount for this period to be determined per candidate qualifications. Hours may increase in proportion to Chapter growth, membership demand and fiscal capability during the initial 6-month term.
- Performance and fiscal review to be conducted upon completion of initial 6-month term. Full-time contract and or staff position may be created per outcome of Contractor performance review and Chapter fiscal review. Candidate must be able to transition into a full-time contract and or staff position.
- Contractor to log activities and provide itemized monthly invoicing. Approved Chapter-related expenses and travel time are reimbursable.
- Must have full automobile insurance and a clean driving record.

**Apply To:**

Send resume and cover letter via e-mail to:

**The Board of Directors**  
**USGBC-Inland Empire Chapter, Inc.**  
[info@usgbc-ie.org](mailto:info@usgbc-ie.org)

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