



Executive Director

Connecticut Green Building Council (CTGBC)

The US Green Building Council (USGBC) Connecticut Chapter, (CTGBC) seeks an entrepreneurial and passionate executive director to continue carrying out the organization's mission of transforming the way buildings and communities are designed, built, and operated; enabling an environmentally and socially responsible, healthy, and prosperous Connecticut and improved quality of life for all.

Organization Overview

The CTGBC was formed in 2001, prior to becoming an aligned Chapter with the national organization, USGBC. We are the educational and information hub for individuals, professionals, government entities, and companies interested in creating healthy, resilient and sustainable buildings and communities.

The Chapter is a 501c3 with an estimated annual budget of \$100,000 that is funded through program fees, membership dues, corporate sponsorship, training programs and educational and professional networking event proceeds. As a thriving USGBC Chapter, we are governed by an elected Board of Directors. The Board consists of a maximum of 15 Directors, each with 3 year terms. Every year, 5 Directors roll off the Board. CTGBC's Board recently updated our strategic plan with goals to add staff to support our licensed training programs for trades workers constructing and operating high performance buildings. Initially the Executive Director will perform the staff responsibilities for G-PRO training program administration and will train the staff hired in the future. More information on CTGBC can be found at ctgbc.org.

Position Summary

The role of executive director is to ensure the overall health, growth, and sustainability of the organization through leadership excellence, effective management, optimized operations, and the successful execution of the organization's strategic plan. We seek a strong, servant leader who communicates our vision to engage our organization members.

This position must build and maintain strong working relationships with the Board, staff, allied organizations, government entities, partners, sponsors and a broad array of external stakeholders.

The ideal candidate should be strongly committed to sustainability in communities, in the built environment and have experience interacting and collaborating with a broad group of stakeholders and volunteer leaders.

Primary responsibilities include, but are not limited to, the following:

- Leading the development and implementation of the Chapter's Strategic Plan with associated one and three-year business plans, metrics and budgets
- Managing sound fiscal responsibility for the organization, including the development of budgets, oversight of major annual fundraising events, and allocations from sponsored or in-house training events
- Entrepreneurial and servant leadership, development, and guidance of volunteer committee leaders, create compelling programs, grow membership, raise corporate sponsorship and pursue grants.



- Oversight and administration of all programming and operations to drive impact, including ongoing tracking of metrics for achieving our strategic plan and promoting continuous improvement and change management.
- Providing information, advice, and feedback to the Board Chair, Officers, Members, and Committee Leaders in the creation of successful policies, programs, partnerships that drive the strategic direction of CTGBC.
- Oversight of both internal and external communications, including effective strategies for the Board, membership, marketing and volunteer communications, as well as effective external marketing and social media strategies.
- Ensured compliance with anti-trust regulations and the requirements incumbent with Chapter status as a 501(c)3 non-profit corporation
- Ensure that Chapter activities are aligned with USGBC's Chapter Guidelines, Memorandum of Understanding, Charter and associated policies
- Responsible for supervision of staff and the provision of a positive work environment.
- Engage, retain and grow annual membership by 10%, increase annual sponsorship income by 10%
- Direct, maintain, streamline and update the chapter's marketing communications information, which includes chapter website, social media, email marketing contact lists, committee lists, membership and interest lists, informational documents
- Maintain and update chapter databases including member, and interested member contact lists.
- Maintain chapter events schedule calendar. Attend to CTGBC office administrative tasks as needed.
- Maintain event and trade show literature and exhibiting supplies.

Qualification Requirements

Ideal candidates for this position will have a proven track record of improving communications in trade association management and growth, as well as share our commitment to sustainability and green building practices to bring a variety of experiences and attributes to CTGBC, including:

Leadership:

- Effective leadership skills combined with an entrepreneurial spirit and sound business judgment.
- At least five years of experience in a supervisory capacity at a non-profit organization preferred. Leadership roles in other organizations will be considered.

Fundraising and Development:

- Experience in fundraising on behalf of a non-profit with demonstrated success in soliciting sponsors.



- Knowledge of the principles and techniques of grants administration, including the ability to identify grant opportunities aligned with the CTGBC mission and strategic plan.

Communications and Administration:

- Ability to interact professionally and effectively with public officials, industry leaders, and trade associations such as USGBC, and other like-minded organizations.
- Excellent communication skills including effectively responding to members and stakeholder in both written and oral form.
- The ability to read, analyze, and interpret financial reports, contracts, license agreements, technical procedures, or regulations.

Other Position Qualifications Include:

- Familiarity with sustainable building certifications such as LEED, Living Building Challenge, Passive House and other programs preferred. LEED Professional Accreditation preferred or ability to achieve LEED AP or LEED Green Associate accreditation within one year. Attend Green Building Certification ceremonies and events.
- Policy, advocacy and staff management experience is preferred.
- Ability to work as an independent contractor in a home office environment. Ability for travel throughout Connecticut and to attend early morning and evening meetings and events.
- Ability to attend monthly Board meetings, create agendas. Attend Steering Committee and other committee conference calls, as available.

Compensation

Salary and benefits will be competitive and commensurate with qualifications and experience.

Job Type: Independent contractor, Part-time 24-30 hours per week with capability to become Full-time

Job Location: Connecticut

Required education: BA/BS Degree

Required experience:

- Communications/Marketing: 5 years
- Event Management/Fundraising: 5 years
- Administration/Management: 5 years

For interested candidates, please forward your cover letter and resume highlighting your relevant experience and background to the CTGBC Executive Director Search Committee in care of Wayne Cobleigh, Vice-Chairman, CTGBC at wayne.cobleigh@gza.com