

Employment Opportunity Announcement

Executive Director

The U.S. Green Building Council Maryland Chapter, a growing and expanding Baltimore based not for profit, is seeking a dynamic, experienced professional to serve as its Executive Director and chief executive officer. An ideal candidate will have experience in the not for profit arena and will be knowledgeable about green building.

Interested individuals should review the attached job description and forward a cover letter and resume, via an attachment to an email, by April 5th to:

info@usgbcmd.org

Search Committee

Attn: Mr. David Pratt

U.S. Green Building Council Maryland

11 ½ West Chase Street

Baltimore, Maryland 21201

About the U.S. Green Building Council Maryland

The U.S. Green Building Council is committed to a prosperous and sustainable future for our nation through cost-efficient and energy-saving green buildings. The Maryland Chapter is part of a community comprising 78 local affiliates, more than 18,000 member companies and organizations, and more than 140,000 LEED Professional Credential holders. USGBC leads a diverse constituency of architects, designers, builders and environmentalists, corporations and nonprofit organizations, elected officials and concerned citizens, and teachers and students.

Executive Director – Job Description

The Executive Director is the Chief Executive Officer of U.S. Green Building Council Maryland Chapter. The Executive Director reports to the Chair of the Board of Directors, and has primary responsibility for all aspects of the organization's operations, including its green building educational and program initiatives, as the principal point of contact for stakeholders, external relations, partnerships, fundraising and development, budget and general management.

The Executive Director's major responsibilities include:

Administration and financial management

1. Provide leadership in developing program, organizational and financial plans for the Board of Directors.
2. Facilitate the expression of the point of view of the organization to the media, government, nongovernmental organizations, and the public.
3. Be responsible for developing and maintaining sound financial practices.
4. Expand and grow sponsors and stakeholders
5. Develop and implement funding strategies, including sponsorship.
6. Attend Board meetings, attend committee meetings and support committee chairs

Membership and Volunteers

1. Expand and grow the membership
2. Assist in the recruitment of volunteers (including, expressly support the missions of education and advocacy).
3. Encourage volunteer development and education, and assist volunteers in relating their efforts to the program of the organization, and USGBC.

Communications, education and advocacy

1. Oversee the development of an updatable public website, not less than weekly email, a public calendar and other regular communication with members (including new and renewing member packages), sponsors, volunteers and others.
2. Facilitate and run educational sessions, including LEED training.
3. Facilitate and organize advocacy activities both at the local government level and surrounding the Maryland general assembly.