



# SAN DIEGO GREEN BUILDING COUNCIL

## EXECUTIVE DIRECTOR JOB DESCRIPTION

### SDGBC OFFICE

797 J Street  
San Diego, CA 92101  
[www.usgbc-sd.org](http://www.usgbc-sd.org)

### Board of Directors

#### PRESIDENT

**Ravi Bajaj**  
Healthy Buildings

#### VICE PRESIDENT

**Mathieu Bargas**  
Student

#### SECRETARY

**Katie Hamilton**  
Adroit Energy

#### TREASURER

**Kyle Frandsen**  
Balfour Beatty  
Construction

#### IMMEDIATE PAST

PRESIDENT  
**Jacques Chirazi**  
City of San Diego

**Tanya Goyette**  
Qualcomm

**Courtney Ward**  
Kitchell

**Dave Weil**  
UCSD

**Chris Brown**  
SDG&E

**Elizabeth Carmichael**  
ECOhouse

**Bryon Stafford**  
Leland Construction

**Steven Shinn**  
Gensler

### Staff

Executive Director  
**Paulina Lis**

The San Diego Green Building Council (Council) is a community benefit non-profit. The Council originated as a chapter of the US Green Building Council but has assertively developed its own presence and leadership in the San Diego region, while remaining an aligned chapter with the US Green Building Council.

The Council's vision is that our buildings and communities will regenerate and sustain the health and vitality of all life within our generation. Its mission is to inspire, educate and collaborate within our community to help transform our built environment into true sustainability. Additional information may be found on our website: [www.usgbc-sd.org](http://www.usgbc-sd.org). The current version of the Strategic plan can be made available on request.

The Executive Director (ED) of the Council will play a vital role and will lead the continued development of a thriving local Council, helping to enhance and expand the Council's impact through service to its members and to the San Diego community. The ED will also participate and engage in dialog with other chapters in California and throughout the US, and with the National USGBC organization as well as partners such as the International Living Future Institute and new potential partners.

The ED is responsible for implementing the Council's business and programs, as defined and outlined in the Council's strategic plan. Current Strategic plan and guiding documents are available upon request. Responsibilities include strategic planning and organizational development, program implementation, financial management and fundraising, staff management, communications and public relations.

The Council Board of Directors (Board) and ED will evaluate work-plans developed to support the strategic plan to align identified goals and priorities that shall serve as the basis for performance evaluation. It is anticipated that the time allotted for various tasks will adjust over time as the ED becomes more established within the Council and community.



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## POSITION AND DUTIES

The Director's primary duties will include carrying out the vision, mission and strategic plan of the Council as follows. The following responsibilities (areas of importance) are listed in order of relative time allotted.

### Leadership and Organizational Development

- Perform duties generally associated with the Executive Director of 501(c) 3 non-profit corporations.
- Development and oversight of Council staff, committees, programs, projects, and events.
- Co-direct, with the appropriate persons, the development and implementation of the Chapter 3-year strategic plan with associated 1-year business plan and budget.
- Serve as a primary contact to the Board. Attend and participate in all Board meetings
- (This is a liaison and reporting role to the Board, not a voting member of the Board).
- Provide the Board with materials and information necessary to perform its leadership role.
- Support the board in establishing and implementing policies and procedures with Board approval.
- Assist the Chapter President to serve as the informational conduit about green building practices, standards, market dynamics, and their associated benefits.
- Work closely with Board to develop and implement local advocacy strategies and foster resiliency within the Community.
- Undertake other duties as determined by the Council Board.
- Provide leadership and professional development to Council team members.
- Assist in identifying needs for additional administrative staff, assist with recruitment, hiring and budgeting for staff positions.
- Direct the day-to-day operations of the organization.
- Ensure staff and resources supporting Council programs have technical expertise and training necessary to implement such programs and inspire/educate participants.
- Manage and support Council staff

### Financials and Fundraising

- Develop and implement a fundraising strategy, develop individual donor rosters and serve as the primary point of contact for donors.
- Coordinate activities with Board
- Oversee management of Council finances, including all reporting obligations.
- Work with the Treasurer and/or Accountant in supervising the financial management of the Council including budget preparation, financial reporting and analysis, budget monitoring and ensuring fiscal responsibility and sustainability.
- Oversee preparation and writing of foundation endowment requests and applications
- Identify, cultivate, and maintain strategic corporate and private sector funding and partnerships.

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## Programs

- Identify and develop programming strategies that support mission delivery by preparing San Diego market to successfully respond to local and state environmental and building policies
- Direct staff and other operational aspects of the organization to meet programming goals
- Please see the Strategic Plan for a list of active and

## Public Relations, Communication and Marketing

- Support the transition towards new brand identity of the organization
- Develop and maintain a public relations plan and strategy including key talking points and metrics, a list of green buildings in the region (certified and registered), a list of developers, and other relevant PR- related initiatives.
- Maintain and build relationships that may support the chapter's outreach efforts.
- Enhance the Council's visibility and relevancy within the Council's geographic reach as the first source for information on green building technologies, practices, and advocacy.
- Identify and foster local and regional partnerships, alliances, and collaboration with government, community, non-profit, private, and other USGBC entities to further Council goals and objectives.

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## QUALITIES AND ACCOUNTABILITIES

In addition to the timely and effective execution of duties as outlined above and developed over time in collaboration with the Board, the ED's conduct must reflect and advance the integrity and intentions of the Council.

As ED of the organization, the Board will look to the ED to excel in the following areas:

**Working Relations:** The Council views collaborative partnership as a sound foundation for effective working relations. We recognize aspects of mutual commitment between staff and Board as we work together to advance a common vision. We anticipate the Board and ED will forge collegial, supportive and rewarding working relations.

**Code of Conduct:** The Council aspires to embody characteristics of inclusiveness, civility, transparency and accountability in its deliberations and activities. We anticipate that the ED will establish and maintain open and participatory dynamics as a leader of the organization.

**Change Management and Flexibility:** The Council values excellent judgment, diplomacy and creative problem-solving skills. Given the nature of the non-profit industry and the Council's collaboration and integration with a national organization, the ED is expected to strategically manage and facilitate progressive organizational change, development and growth as challenges and opportunities occur.

**Institutional Presence:** The Council holds as a high priority a high degree of professional and personal decorum in all its public and private interactions, and further values the progressive and non-pretentious character of business activities in the region. We anticipate the ED will establish and maintain an impeccable image for the Council in all materials, presentations and personal conduct.

**Green Building Knowledge:** The Council intends to maintain a cutting-edge awareness of green building practices and linkages to sustainability and livability considerations. Technical expertise and education is integral to this leadership position. The ED will possess or actively work to obtain LEED Professional Accreditation within one year of employment with training assistance from the Council. A familiarity and/or experience in the green building industry and knowledge of USGBC National, San Diego's Chapter, and/or other state/regional councils is strongly preferred.

**Sustainability:** The Council seeks to integrate sustainability considerations within all facets of business, education, and outreach. The ED, along with the Board, should ensure a "Walk our Talk" attitude in pursuit of the Council's Mission.

**Livability:** The Council supports its staff in their pursuit of meaningfulness and satisfaction. Family and other personal matters are a cornerstone of livability and do not necessarily conform to a 9:00-5:00 schedule. We expect the ED to exercise appropriate discretion as to work hours and routine in pursuit of balanced priorities between professionalism, efficacy and livability.

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## PERFORMANCE REVIEW

Annually, the ED will participate in performance reviews with Executive Committee: one annual formal review and one 6-month check-in. The ED is also expected to conduct similar performance reviews and check-ins with Council staff annually.

## OUTSIDE ACTIVITIES AND CONFLICTS OF INTEREST

In the interest of promoting success for the Council, while under the terms of this agreement the ED will not assist any business or organization a) in competing with the Council, b) in preparing to compete with the Council, or c) in hiring any employees of the Council. While employed by the Council, the ED is expected to immediately report to the Board President any financial, organizational or institutional interests or relationships that might be construed as a Conflict of Interest.

The ED will be required to sign, follow and enforce USGBC's Conflict of Interest Policy.

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## PREFERRED QUALIFICATIONS and CHARACTERISTICS

- Knowledge of relevant federal, state, and local laws, policies, and regulations.
- Passionate about and engaged in environmental and social issues and a strong desire to promote green building, community resiliency and further the Council's mission.
- A bachelor's degree or higher in business administration or environmental science/sustainability is preferred. Other, relevant degrees will be considered. Three or more years of experience with non-profit organizational management and fundraising.
- Working knowledge of green buildings, practices, organizations and markets.
- LEED Accredited Professional standing.
- Experience with strategic and business planning including financial management, budgeting and accounting.
- Experience with project management and interpersonal skills.
- Strong communication skills including writing, preparing presentations and public speaking.
- An analytical mind able to quickly assess large amounts of information and data is very important, as is the ability to consider and evaluate the interrelationships of numerous factors.
- Exceptional organization combined with leadership, entrepreneurial spirit, self-confidence, motivation, sound business judgment, decisiveness, flexibility, perseverance and determination.

## EMPLOYMENT

Your employment with the Council will be continuous and at-will: continuous meaning that there is no fixed term nor renewal process, and at-will meaning the ED has no contractual right, express or implied, to remain in the Council's employ, and that the ED may resign or the Council may terminate employment in accordance with the law at any time with or without cause. The at-will nature of this employment can only be changed in an express written agreement signed by you and the Board President acting on behalf of a duly authorized Motion of the Board.

Despite the at-will nature of this employment, the Council looks forward to a lengthy and productive professional relationship. The Board seeks an ED to partner in the development of an institution. More than an employee, the ED is presumed to be the manifestation of the shared goals, policies and visions of the Council.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

The hired candidate will serve in a full time, salaried capacity as the ED. The anticipated salary is between \$75,000 and \$85,000 per year, commensurate with experience, with a bonus potential based on overall organizational health. Benefits include paid vacation and a health insurance stipend. No relocation package is available for this position.

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## APPLICATION

The ED candidate should be forward thinking with clear vision, long term strategic planning, and development experience to take the Council to the next level. Above all else, the Council seeks to establish a constructive and collaborative relationship in the ambitious, fulfilling and enthusiastic pursuit of our shared vision. **Please submit a narrative/roadmap of your vision for the direction of the San Diego Green Building Council within our community.** This can be presented in any format the candidate feels would reflect on a bold vision for San Diego Green Building Council's future. While we anticipate the continued momentum and growth so far to serve as guidance, we welcome innovation and are looking to learn about your vision of what we can do locally to enhance our mission and deliver on our vision in the San Diego region.

Based on their experience and their current knowledge of the San Diego Green Building Council, candidates should outline their strategic vision for the next 3 to 5 years for the Council.

The Board recognizes that an action plan towards a mutually agreed vision will be a collaborative effort. If candidates would like to increase their knowledge of the Council, they are encouraged to review the "About Us" section links on our website and may reach out to the current Executive Director or to Board members directly or email [hr@usgbc-sd.org](mailto:hr@usgbc-sd.org).

**Qualified candidates please submit a cover letter, including your vision for the Council, and a resume in PDF format to: [hr@usgbc-sd.org](mailto:hr@usgbc-sd.org) with the subject of Executive Director.**

## ANTICIPATED SCHEDULE

Accepting Applications	April 2nd to midnight April 16th
Selection of Short-listed Candidates	April 23rd 2018
Interviews and Negotiations	week of April 23rd
Orientation to Council Operations	May 2018
Last Day of work with current ED	June 22nd 2018

## PREFERRED EXPERIENCE

4-year Engineering/architectural degree OR Professional Engineer (PE) OR Registered Architect (RA)	AND	3+ years related* experience
4-year degree in technology, environmental science, physics, or earth science	AND	4+ years related* experience
4-year degree in business (or related field)	AND	5+ years related* experience
2-year energy management associate degree	AND	6+ years related* experience
2-year associate degree	AND	8+ years related* experience
NONE	AND	10+ years related* experience

\*Related experience in energy engineering or energy management.

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