

Cleveland Green Building Coalition Executive Director Position Posting

Mission

The purpose of the Cleveland Green Building Coalition is to advance green development in Northeastern Ohio.

Vision

Cleveland and Northeastern Ohio as a national leader of sustainable building practices.

Responsibilities

The Executive Director is responsible for the following:

- Developing, implementing and refreshing the institution's strategic plan in collaboration with the Board
- Overseeing all aspects of operations, including staff and day-to-day operations
- Developing an annual budget and managing the operations to it by creating clear financial displays and statements for monthly communication with Board and Finance Committee
- Developing fundraising plans grounded in a variety of revenue generating methods, including grant proposal writing, membership drives and fundraisers
- Overseeing delivery of all public programs and Cleveland Green Building Coalition (CGBC) service offerings

Qualifications and Expectations

- Bachelors Degree from an accredited college/university (minimum)
- Minimum 5 years professional work experience
- Solid organizational, presentation and communication skills
- Self-starter (this position reports to the Board of Trustees)
- Financial aptitude
- Knowledge of or ability to rapidly learn local and national green building trends
- Proven record or ability to rapidly develop and deliver fundraising results

No relocation expenses

Please respond by close of business January 5, 2007. Resumes may be submitted to: recruiter@thrd.com