



EXECUTIVE DIRECTOR JOB DESCRIPTION

The US Green Building Council-Los Angeles (USGBC-LA) is the leading non-profit organization regarding a sustainable built environment in the Greater Los Angeles Region. USGBC-LA originated as a chapter of the US Green Building Council, however it has developed its own strategic direction and leadership in the Greater Los Angeles region, and has grown to over 1,000 professional members.

USGBC-LA's mission is to accelerate all aspects of sustainability in Southern California's built environment through delivering access to knowledge, resources, recognition, and networking.

The Executive Director (ED) of USGBC-LA will play a vital role and will lead the continued development of our thriving organization. The ED will help enhance and expand the USGBC-LA's impact throughout the greater Los Angeles 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 our partners such as: LADWP, Metro, BOMA, ULI, International Living Future Institute and other new potential partners.

The ED is responsible for executing and implementing USGBC-LA's business interests and its programs, as defined and outlined in the strategic plan (the current [strategic plan](#) and guiding documents are available at the bottom of the [About page](#)). Responsibilities include strategic planning and organizational development, program implementation, financial management and fundraising, staff management, communications and public relations.

The USGBC-LA Board of Directors (Board) and ED will evaluate action-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 USGBC-LA and the LA community.

POSITION AND DUTIES

The Executive Director's primary duties will include carrying out the vision, mission and strategic plan of USGBC-LA as follows:

Financials and Fundraising:

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

Leadership and Organizational Development:

- Perform duties generally associated with an Executive Director of a 501(c) 3 non-profit corporation.
- Development and oversight of USGBC-LA staff, committees, programs, projects, and events.
- Co-direct, with the appropriate Board members, the development and implementation of the strategic plan with associated business plan and budget.
- Serve as a primary USGBC-LA contact to the Board. Attend and participate in all Board meetings.
- 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 Board Chair as prime information conduit regarding green building practices, standards, market dynamics, and their associated benefits.
- Work closely with Board to develop and implement local green building/wellness advocacy strategies and foster resiliency for the Greater Los Angeles region.
- Undertake other duties as determined by the Board.
- Assist in identifying needs for additional administrative staff, and assist with recruitment, hiring and budgeting for staff positions.
- Direct the day-to-day operations of USGBC-LA. And manage and support USGBC-LA staff.
- Ensure staff and resources supporting USGBC-LA programs have technical expertise, professional development and training necessary to implement such programs and inspire/educate members and participants.

Programs:

- Identify and develop programming strategies that support mission delivery by USGBC-LA for the Greater Los Angeles, while considering regional and state environmental and building policies.
- Direct staff and other operational aspects of the organization to meet programming goals.

Public Relations, Communication and Marketing:

- Support the transition towards a potential new brand identity for USGBC-LA.
- Develop and maintain a public relations plan and strategy including key talking points and metrics, a list of green buildings in the LA region (certified and registered), a list of developers, and other relevant PR- related initiatives.
- Maintain and build relationships that may support USGBC-LA's outreach efforts.
- Enhance USGBC-LA's visibility and relevancy within the Greater Los Angeles region 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 USGBC-LA's goals and objectives.

REQUIRED/PREFERRED EXPERIENCE and QUALIFICATIONS

USGBC-LA intends to maintain a cutting-edge awareness of green building practices and linkages to sustainability, resiliency and livability considerations. Technical expertise and education is integral to this leadership position.

The ED must possess a LEED Professional Accreditation (LEED AP or LEED Green Associate) at the time of application. A familiarity and/or experience in the green building industry and knowledge of USGBC National, USGBC-LA, and/or other state/regional councils is strongly preferred. In addition, the following are required:

Master's degree in sustainability, architecture, environmental science or related fields and 2+ years related experience*; OR

4-year Sustainability/environmental sciences/energy engineering/architectural degree, or Professional Engineer (PE) or Registered Architect (RA), AND 4+ years related experience*.

*Related experience in leadership of sustainability, environmental science, energy engineering or energy management.

In addition, the following are preferred:

- 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 USGBC-LA's mission.
- Experience with non-profit organizational management and fundraising.
- Working knowledge of green buildings, practices, organizations and markets.
- Other professional designations such WELL AP, ISSP-SA, Fitwel Ambassador, etc.
- 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.
- Exceptional organization combined with leadership, entrepreneurial spirit, self-confidence, motivation, sound business judgment, decisiveness, flexibility, perseverance and determination.

APPLICATION

The ED candidate should be forward thinking with clear vision, long term strategic planning, and development experience to take USGBC-LA to the next level. Thus, in addition to the candidates resume and cover letter, and based on the candidate's experience and current knowledge of USGBC-LA, please submit a narrative/roadmap of your vision for the direction of USGBC-LA. This can be presented in any format the candidate feels would reflect on a bold vision for USGBC-LA's future and should consider:

- How will you execute meeting and growing our annual fundraising goals?
- What does your capacity plan look like to build our fundraising?
- How will you execute each of the main objectives in our strategic plan over the next 3 years?

While we anticipate the continued momentum and growth so far to serve as guidance, we welcome innovation and to the opportunity to learn about your vision of what we can do locally to enhance our mission and deliver on our vision in the Greater Los Angeles region.

If candidates would like to increase their knowledge of USGBC-LA, they are encouraged to review our website: www.usgbc-la.org.

Qualified candidates please submit a cover letter, including your vision for USGBC-LA, and a resume [via this link](#).