



Executive Director, Clean Fuels Ohio

Organization at a Glance

Clean Fuels Ohio's (<https://cleanfuelsohio.org/>) mission is to improve air quality and health, reduce environmental pollution, and strengthen Ohio's economy by increasing the use of cleaner, domestic fuels and energy-saving vehicles. Since 2002, Clean Fuels Ohio has been a designated U.S. Department of Energy Clean Cities and Communities Coalition (<https://cleancities.energy.gov/>).

- A statewide 501(c)3 not-for-profit organization
- A partner to organizations of all sorts in the implementation of advanced cleaner fuels.
- Facilitates development of statewide infrastructure to support advanced fuels.
- Prioritizes equity in the environmental industry.
- Works at local, state, and federal levels to support and create policy.
- Ensures that environmental benefits are also economic benefits.

Position

The Executive Director will have overall strategic and operational responsibility for Clean Fuels Ohio's (CFO) programs, expansion, and execution of its mission. This includes development of member services, policy development and advocacy, outreach, operations, and development of CFO's project management plan and business plan. The Executive Director will report directly to the organization's Board of Directors.

The position is full-time, remote. The Executive Director must reside in Ohio and must be able to attend regular in-person events throughout Ohio. Travel outside of the state is required, which includes Washington DC and other locations around the country. Salary is based on the person's experience and performance: salary range for the first year is \$90,000 to \$100,000 with opportunity for salary increases commensurate with growth.

Responsibilities

Leadership & Management:

- Ensure ongoing program excellence, evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve strategic goals.
- Craft and implement strong relationships with elected officials and policy makers at all levels of government.
- Build strong alliances with existing and potential donors and Clean Fuels Ohio Stakeholders.
- Develop a diverse funding portfolio, including government grants, foundation grants, community grants, high level memberships, sponsorships, and other funding sources.
- Manage day-to-day financial operations, including developing short and long-term budgets and working directly with CFO's accounting firm to facilitate financial transactions.
- Actively engage, energize and empower CFO members, volunteers, funders and partner organizations.

- Develop and maintain productive relationships with CFO Board members with the goal of tapping into each Board member's experience, network and skill set to benefit the growth of Clean Fuels Ohio. Seek and build Board involvement with strategic direction for both ongoing local operations as well as collaboration on regional, state and national projects.
- Maintain CFO's DOE designation and serve as the primary coalition point of contact with DOE and the Clean Cities and Communities network.
- Manage all government and private grant deliverables, reporting, record keeping and communication of grant outcomes and work product.
- Manage the CFO team of staff and consultants; CFO currently retains two part-time consultants.

Fundraising & Communications:

- Manage revenue generating and fundraising activities to support existing program operations and expansion, including work towards building a staff.
- Give presentations at regional and national conferences, lead discussions with key public and private leaders, and testify in front of government committees.
- Manage all CFO communication, including newsletter, social media, website, email communication to stakeholders.

Planning & New Business:

- Develop and maintain consistent, accurate budgets that support long-term financial stability, and develop and implement a financial strategy that strengthens the organization's financial position and builds reserves.
- Maintain a strategic business planning process aimed at program expansion into new markets and opportunities.
- Build partnerships in new markets; establish relationships with funders, local government and community stakeholders.
- Be an external presence that publishes and communicates program results with an emphasis on the successes of organization programs as a model for local, state and national replication.

Qualifications

The Executive Director will be thoroughly committed to CFO's mission. All candidates should have proven leadership and relationship management experience. Concrete demonstrable experience and other qualifications include:

- **Management Experience** - A track record of effectively leading and scaling a performance- and outcomes-based organization; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth. Non-profit and/or trade association experience preferred.
- **Organizational Leadership Skills** - The ability to coach staff, lead and develop teams, set and achieve strategic objectives, and oversee budgeting, financial management, and reporting.
- **Corporate Governance** - Success working with a Board of Directors with the ability to cultivate existing board member relationships.
- **Strong marketing, public relations, grantsmanship and fundraising experience** with the ability to engage a wide range of stakeholders and cultures.
- **Strong written and verbal communication skills;** a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- **Self-directed, entrepreneurial, adaptable, supports collaboration** and is familiar with an innovative approach to business planning.

Personal Qualities

- Decisiveness and a willingness to take appropriate business risks, identify opportunities, take initiative, as well as be adaptable and resilient.
- Willingness to work closely with CFO Board members, automotive technology business leaders, service providers, government leaders, community stakeholders and volunteers.

Other

- Bachelor's degree required with a focus in business management, communications, environmental policy, public policy, or other related field of study preferred.
- Willingness to travel regionally and nationally.

Clean Fuels Ohio is an Equal Opportunity Employer

HOW TO APPLY:

All Applications will be held in the strictest confidence. To apply, please submit your cover letter and resume, including salary requirements, to Christine Boucher, christineboucher@columbus.org with "Executive Director – [Your Name]" in the subject line. A satisfactory background check and reference check will be required as a condition of engagement.