

Executive Director Ozone Transport Commission

The Ozone Transport Commission, an organization of 13 Mid-Atlantic and Northeast State (including the District of Columbia) Environmental Commissioners and Air Directors, is seeking an Executive Director to serve in its Washington, D.C. Office.

The Executive Director provides leadership and manages the organization of 6 staff and budget of approximately \$1.5 million per year regarding development and implementation of air pollution programs and policy for the region.

Qualified candidates will have demonstrated leadership capabilities, excellent communication and management skills, be experienced in air pollution policy and management, have a working knowledge of the Clean Air Act and state regulatory programs, and have an understanding of financial management in a government or not for profit business setting.

Minimum qualifications include a BA or BS degree in a related field from an accredited college or university and 10 years progressively responsible experience in the environmental field, with specific responsibilities in government or non-profit organization management. Qualifications should include experience in federal grants management, supervisory and air policy experience.

Salary: commensurate with experience. Excellent benefits. OTC is an Equal Opportunity Employer.

Send Resume and Cover Letter to Executive Director Search Committee, OTC, 444 N. Capitol Street, NW, Suite 638, Washington, DC 20001.

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Position Description

The Ozone Transport Commission, an organization of 13 Mid-Atlantic and Northeast State (including the District of Columbia) Environmental Commissioners and Air Directors, is seeking an Executive Director to serve in its Washington, D.C. Office.

The Executive Director position of the Ozone Transport Commission provides leadership and management for the organization, advising and leading the Commission in planning, policy and organizational matters. The Executive Director directly manages the business and administrative functions of the organization, including grants management, personnel policy and benefits, and day-to-day operations of the organization. In addition to these responsibilities the Director identifies and leads the Commission in development of air pollution programs and policy for the region, including management of specific programs and projects related to air pollution in the region. The Executive Director also has development responsibilities for the organization, ensuring a stable and predictable source of funding for the organization as necessary for it to accomplish its mission.

The Executive Director provides leadership and manages the organization of 6 staff and current budget of approximately \$1.5 million per year regarding development and implementation of air pollution programs and policy for the region.

Qualified candidates will have:

- Demonstrated leadership capabilities;
- Excellent communication, supervisory and management skills;
- Experience in air pollution policy and management;
- Working knowledge of the Clean Air Act and state regulatory programs;
- Experience in and understanding of financial management in a government or not-for-profit business setting;
- Grant and Contracts management experience; and
- Organizational and Funding Development experience.

Primary responsibilities include:

- Day-to-day management of a small 6-person Washington, DC based staff;
- Policy identification, planning, development and leadership for the organization;
- Assists in the development and implementation of the Commission's mission and goals;
- Coordinate and communicate individually and collectively with member states, and EPA to assess strategies and direction for the organization;
- Coordinates and arranges Commission meetings, actions and follow-through;
- Financial and fiduciary management for the organization;
- Grants and contract management;

- Program development and implementation;
- Legislative coordination;
- Regulatory review and comment in support of OTC objectives;
- Oversees air pollution monitoring, modeling and technical assessments needed to support policy work of the Commission
- Funding development

Minimum qualifications include a BA or BS degree in a related field from an accredited college or university and 12 years progressively responsible experience in managing organizations in the environmental field, with specific responsibilities in air pollution management.