

**Cleveland 2030 District**  
Executive Director Position Description  
09 October 2014

**CLEVELAND 2030 DISTRICT**

The “Cleveland 2030 District” (a.k.a. C2030D) is an independent local, 501c3 non-profit that is an extension of the Architecture 2030 Districts network. Cleveland was the second established urban-core energy-savings districts that includes Seattle, Pittsburgh, Los Angeles and Denver, with 10 emerging districts soon to be established. The Cleveland 2030 District – a collection of property owners, professional partners and community partners – is a respected local leading facilitator in the implementation of building energy, water and carbon dioxide emissions reduction, guided by the *2030 Challenge for Planning* goals.

The Cleveland 2030 District represents and manages a movement to create high-performance building districts throughout Greater Cleveland, with the goal of dramatically reducing the environmental impact of building construction and operations while increasing Cleveland’s competitiveness in the business environment and building owners’ return on investment.

The Cleveland 2030 District is guided by a Board of Directors, and its operations and programs are managed by an Executive Director and his/her staff. The work of the Cleveland 2030 District is supported by developed grants and sponsorships.

**EXECUTIVE DIRECTOR POSITION**

Under the charter of “Architecture 2030,” and the direction of the C2030D Board of Directors, the Executive Director of the Cleveland 2030 District is responsible for the overall management and operation of the “Cleveland 2030 District” organization including the stewardship and development of the organization’s financial assets while ensuring adherence with Board and donor directives.

**ESSENTIAL DUTIES AND JOB RESPONSIBILITIES**

**A. Operations**

1. Develop and maintain an online dashboard to track district progress in meeting energy, water, and transportation targets. Ensure that all building owners are supported in reporting accurate and timely data to ENERGY STAR Portfolio Manager and other online tools; provide analyzed reports back to district members
2. Manage requirements and commitments attached to funding
3. Execute overall day-to-day operations, including financial transactions and tracking
4. Manage staff and contractors in accordance with accepted Human Resource practices
5. Lead marketing initiatives and public relations communications, including website maintenance, in a manner which furthers the cause of the organization and raises visibility, credibility and relevance of the organization across the community
6. Assure development and timely delivery of relevant, quality programs and resources
7. Assure compliance with all applicable federal, state and local laws and regulations (practices, documents, records, etc.)

## **B. Fund Development**

1. Find, obtain cultivate and sustain funding streams (grants, sponsorships, memberships, donations, fees, etc.) which support the organization's annual financial operating requirements and advances long term financial viability for the organization

## **C. Engagement: Property Owners, Professional Partners, Community Partners, Advisory Committee, other Volunteers, Members and Collaborations**

1. Achieve annual recruitment goals for Property Owner commitment and participation
2. Develop, cultivate and maintain strong, supportive relationships with District Property Owners and Professional Partners which ensures ongoing, active participation
3. Engage Advisory Committee Members in ways which match their skills and interests with the needs of the organization and its Property Owner members
4. Promote, coordinate, and develop active and broad participation by other volunteers and partners in rewarding ways which advances the work of the organization and community-wide understanding

## **D. Strategy: Plans & Goals**

1. Develop and propose long-range mission and organizational strategies, associated goals and time frames
2. Develop an annual Workplan and associated budget with goals and time frames and report regularly to the board on status of actions against plan
3. Identify and lead governmental and public advocacy opportunities which advance the objectives of the organization
4. Regularly analyze the energy, water and transportation metrics and use these analyses to inform long-range strategy
5. Develop and implement metrics not yet addressed by Portfolio Manager (transportation, etc.)

## **E. Board, Governance & National "Architecture 2030"**

1. Support the Board Chair, Officers and other Board Members by assuring coordination of Board activities (scheduling, communications, agenda development, minutes editing and distribution, etc.)
2. Assist Committee Chairs with the logistics of their committee work
3. Be familiar with the organization's Charter commitment, Articles of Incorporation, Code of Regulations, Policies and assist the Board in assuring adherence to these requirements
4. Assist each Board Member in matching his/her skills and interests to best serve the needs of the organization in a rewarding manner
5. Maintain an effective relationship with Architecture 2030 (National and District Network). Participate in required and relevant events. Manage reporting requirements.

## **REQUIRED & PREFERRED EDUCATION, SKILLS & EXPERIENCE**

### Required of Applicants:

- Undergraduate degree from an accredited institution of higher education
- Minimum five years of business or nonprofit experience
- Knowledge in Energy Management, Energy Audit, Energy Star and/or Energy Consulting

Preferred of Applicants:

- Demonstrated Self-Direction
- Lead involvement in launching a start-up
- Experience developing collaboration and engaging networks
- Dynamic public speaking presence
- Strong written and verbal communication skills
- Effective in grant-writing and fundraising
- LEED AP, CEM (Certified Energy Manager), CEA (Certified Energy Auditor), or BEAP (Building Energy Assessment Professional) Certification

**Compensation**

The Cleveland 2030 District Executive Director, at this time, is a full-time, self-employed independent contractor. Compensation will be commensurate with the successful candidate's background, experience and qualifications.