



POSITION ANNOUNCEMENT

NOVEMBER 21, 2017

EXECUTIVE DIRECTOR THE ENVIRONMENTAL COUNCIL OF THE STATES & THE ENVIRONMENTAL RESEARCH INSTITUTE OF THE STATES

The Environmental Council of the States (ECOS), a 501(c)(6) nonprofit organization, is seeking an Executive Director for it and its 501(c)(3) affiliate, the Environmental Research Institute of the States (ERIS). The approximate combined budget for ECOS and ERIS is nearly \$6 million, with a current staff of 18, working from a single Washington, DC office.

About ECOS and ERIS: ECOS is the national nonprofit, nonpartisan association of state and territorial environmental agency leaders. Celebrating its 25th Anniversary year in 2018, the purpose of ECOS is to improve the capability of State environmental agencies and their leaders to protect and improve human health and the environment of the United States of America. The Environmental Research Institute of the States (ERIS) is an education and research nonprofit that supports ECOS, and is not a membership organization. Learn more about ECOS' mission [here](#) and ERIS' mission [here](#).

General Position Description: Working closely with leadership and staff, the Executive Director is responsible for overseeing and implementing strategy, policies, management, programs, finances, and staffing for ECOS and ERIS. Key responsibilities include:

- Representing state executive branch officials' collective interests as the appointed U.S. state and territorial environmental commissioners on full range of U.S. environmental regulatory and legislative policy issues.
- Developing and delivering, orally and in written format before diverse audiences and settings, clear and meaningful policy positions; refining and advancing advocacy initiatives; organizing meetings and conferences, and participating in a variety of federal administrative and other forums, while gaining and maintaining the support of a politically and geographically diverse membership.
- Adapting and guiding the organizations to meet future challenges via ongoing assessment of strategic, organizational, staffing, and fiscal approaches, followed by design and implementation of appropriate changes, while remaining in coordination with governing boards and motivating internal teams to deliver results.
- Developing partnerships, alliances, and leveraging relationships to maximize effectiveness, organizational recognition, fiscal sustainability, and substantive impact on priority issues, including with Congress, state associations, the U.S. Environmental Protection Agency and other federal agencies, businesses, and non-governmental organizations.

- Efficiently overseeing all operations, including investments and budgets, personnel, policies, sponsorships, grants, website and social media presence, fundraising, dues and revenue strategies, board and leadership relations, strategic planning and alliances, fiscal management, conferences, and media engagement.
- Maintaining regular communication with the Officers and Executive Committee regarding operations and decision implementation.
- Supervising and directing financial affairs, including preparation of budgets for approval by the Executive Committee, operating within those budgets and ensuring accurate books and records reflecting the financial status and condition of organizations, while increasing long-term reserve funds for fiscal stability.
- Hiring and discharging staff, establishing staff duties, supervising staff performance, establishing titles and compensation, and maintaining a high degree of staff retention.
- Negotiating and executing contracts, agreements, and commitments for and on behalf of the organizations.
- Maximizing ECOS and ERIS branding, identity, and results via empowering the members as the voice of the organizations; using members' expertise and time efficiently; and communicating successes and accomplishments through websites, social media, timely, substantive, and relevant reports, and value-added products.

Minimum Qualifications and Requirements:

1. Undergraduate degree in relevant field, such as politics, business, organizational leadership, or administration;
2. Experience with areas in position description;
3. Demonstrated success working with a Board of Directors and cultivating an engaged staff organizational culture;
4. Documented results achieved in collaboration with diverse groups;
5. Strong written and verbal communication skills; a persuasive and passionate communicator with excellent and multidisciplinary project skills;
6. Experience implementing and advancing strategic plans, visions, and goals, and experience building and/or maintaining a solid organization, while also advancing the entity to an even higher level of effectiveness;
7. Experience with organizational financial management;
8. Action-oriented, entrepreneurial, and adaptable, with innovative approaches to organizational management and development and with staff retention and cultivation;
9. Passion, integrity, and a positive, mission-driven, and self-starter attitude; and
10. Demonstrated commitment to quality programs and regular program evaluation.

Preferred Qualifications: Advanced degree and/or certifications such as licenses in law, policy, business, finance, administration, or related field; experience as a national organization executive or as a state, federal, or local agency leader; experience in the environmental field; experience in executive and legislative branch procedure and engagement.

Application Process: Interested candidates are required to submit a 1) cover letter; 2) statement of interest; 3) resume; and 4) professional references to ecos@ecos.org by 5 pm eastern time on Friday, December 15, 2017. ECOS offers competitive salary and benefits. The position will remain open until filled. ECOS is an equal opportunity employer.