

Full-Time Job Opportunity with Clean Fuels Ohio

Posting Date: June 23, 2010

Closing Date: July 5, 2010

Position Title: Public Policy Director (or Public Policy Coordinator)

Reports To: Executive Director

Compensation: Salary commensurate with experience, includes health insurance, pension, and paid leave benefits. (This is an exempt position.)

Hours: This is a full-time position that carries an expectation of periodic evening and weekend work.

To Apply For This Position: Submit cover letter, resume, references, and writing sample (no longer than 5 pages) to via email to pete@CleanFuelsOhio.org.

SUMMARY

Clean Fuels Ohio is a statewide non-profit organization based in Columbus, Ohio. Our mission is to advance cleaner, non-petroleum fuels, and energy-saving vehicles, technologies and strategies in the transportation sector. Our work improves air quality and health, reduces climate change, curbs U.S. dependence on petroleum, and supports Ohio's economy. We enjoy strong relationships with businesses, not-for-profits, and governments. Our mission is critical to future sustainability and prosperity.

We are seeking an intelligent, dynamic, self-starting, and highly motivated individual to run our public policy program. (Depending on the individual selected, this may be a senior-level Director or a junior-level Coordinator position.)

RESPONSIBILITIES

The Policy Director is responsible for working with the Executive Director, other staff, key Board members and allies to develop and implement Clean Fuels Ohio's (CFO) policy program, including a state public policy agenda. This will require communicating and building/maintaining relationships with many industry, community and government allies, legislators and staff, executive agency officials, and others, and handle some communication with media. The Policy Director will need to become a subject-matter expert in transportation-related technologies, energy sources, and strategies, along with related public-policy models and concepts. The Policy Director also will be expected to work with CFO's Development Director to raise funds to support the policy program. Other responsibilities may include producing various written materials and digital media, engaging in CFO-related social media, organizing and conducting meetings and events, researching technologies and policy issues, intern hiring/supervision. The Policy Director will need to stay abreast of significant related federal, state and local policy issues. He/she also will need to travel around Ohio to meet with industry allies and local officials, and occasionally travel out of state.

QUALIFICATIONS

Successful candidates will possess at least bachelor's degree with a minimum of one year of professional experience, including legislative, executive agency, and/or policy positions, preferably in Ohio. A graduate-level degree is helpful, as is non-profit and/or industry experience in a related energy/environmental field. Candidates must have passion for and commitment to CFO's mission. Candidates also must have excellent written and verbal communication skills, abilities to juggle multiple tasks, and function well in an energetic and fast-paced environment that requires initiative, independent work and close collaboration with colleagues. Strong computer-related skills are essential, and some experience organizing meetings/events and social media skills are preferred.