



Job Description – Chief Executive Officer, Clean Fuels Ohio

Organization at a Glance

Clean Fuels Ohio's 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.

- A 501(c)3 not-for-profit organization.
- A partner to organizations of all sorts in the implementation of advanced fuels for clean vehicles.
- Facilitates development of statewide infrastructure to support advanced fuels for clean vehicles.
- 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.

Additional information on the organization's mission and vision, as well as detailed descriptions on its programs and services can be found at <https://cleanfuelsohio.org>.

Position

The Chief Executive Officer (CEO) has 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 business plans. The CEO reports directly to the organization's Board of Directors.

The position is full-time and based in Columbus, Ohio. Salary is based on the candidate's experience and performance and includes a combination of an annual salary starting in the \$95,000 - \$115,000 range and traditional job-related benefits.

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 the strategic goals.
- Craft and implement strong relationships with elected officials and policy makers at all levels of government, as well as building strong alliances with existing and potential donors and clean fuels stakeholders.
- Actively engage, energize and empower CFO volunteers, members, event committees, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as collaboration on regional, state and national projects.
- Lead, coach, develop, and retain CFO's employees; ensure effective systems to track progress, and regularly evaluate program components, in order to measure successes that can be effectively communicated to the board, funders, and other constituents.

Fundraising & Communications:

- Manage revenue generating and fundraising activities to support existing program operations and expansion while simultaneously retiring debt.
- Make an impact through public speaking engagements including testifying in front of government committees, presenting at conferences and leading discussions with key public and private leaders.
- Deepen and refine all aspects of communications—from web presence and print publications to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities.

Planning & New Business:

- Develop and maintain reasonable budgets that support long-term financial stability.
- 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 Chief Executive Officer will be thoroughly committed to CFO's mission. All candidates should have proven leadership, coaching, 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 and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Organizational Leadership Skills - The ability to coach staff, manage, and develop teams, set and achieve strategic objectives, and manage a budget.
- 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.
- Interest and willingness to work closely with automotive technology business leaders, service providers, government leaders, community stakeholders and volunteers.

Other

- Minimum of a 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

All Applications will be held in the strictest confidence. Please send resume and salary requirements to:

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