



**Job Announcement for the position of:
Executive Director of Minnesota GreenStar
Certified Green Homes and Remodeling Program**

Position: Executive Director of Minnesota GreenStar
Reports to: Board of Directors
Type: Full Time
Salary: DOQ
Benefits: See description below

Organization

Minnesota GreenStar comprises a regionally appropriate green building standard that embraces our unique climate concerns, building codes, and energy, material and natural resources. Minnesota GreenStar consists of an objective, third-party verification system as well as a mandatory education program for builders and remodelers and an education component for consumers. Minnesota GreenStar is a 501(c)(3) non-profit organization, with an independent board of directors composed of representatives from the building industry, environmental organizations, businesses and state agencies. More information on Minnesota GreenStar is available at: www.mngreenstar.org.

Executive Director General Description

The Executive Director (ED) serves as MN GreenStar's chief operation officer and reports to the Board of Directors. S/he provides effective leadership and oversight of the human and financial resources of MN GreenStar consistent with the strategic plan and direction set by the Board of Directors in order to achieve MN GreenStar's mission and vision. The ED will have responsibility for all facets of the day-to-day operations, assures financial viability through fundraising and fiscal management and provides leadership and direction for its primary programs. Responsibilities includes marketing, fundraising, budgets, and staffing, as well as developing and maintaining protocols for the verification process, technical trainings and consumer education. The ED serves as chief spokesperson, representing MN GreenStar throughout the community, and encourages partnerships and collaborations that advance the mission of MN GreenStar.

A commitment to addressing a variety of environmental and health issues through green building and an appetite to learn more about the rapidly evolving field are desired.

Principal Responsibilities

- I. Administrative/Organizational Management
 - a. Oversee day-to-day operations of the organization including staff supervision and programmatic progress
 - b. Manage human resources of the organization, including recruitment, staff supervision, salaries and working with staff on professional development plans
 - c. Ensure the maintenance of office infrastructure
 - d. Work with Executive Committee and Board of Directors on organizational priorities, goals and vision; support the work of the board of directors at every level, maintain high levels of communication with Board of Directors
 - e. Assist in the development of strong and involved Board of Directors to prioritize and implement the organization's initiatives
 - f. Interpret and implement the personnel policies
 - g. Oversee program development and implement evaluation measures of programs.

2. Financial Management

Manage, coordinate and direct the financial resources for Minnesota GreenStar

- a. Develop and maintain an annual operating budget in consultation with Board of Directors
- a. Comply with audit requirements
- b. Maintain financial records, including all necessary state and federal governmental reports and tax payments
- c. Prepare and interpret financial reports for the Finance Committee and Board of Directors on a monthly and in compliance with approved MN GreenStar financial policies
- d. Secure funding resources, including corporate sponsorships, foundations grants, government grants or contracts and utility support

3. Development/Fundraising/Sponsor Relations

- a. Identify and cultivate new funding sources and secure increased support from established sources such as strategic partners, builders, clients, public agencies, sponsors and other funders, and utilities
- b. Lead individual donor cultivation and strengthen relationships with major sponsors
- c. Work in collaboration with the board to create and implement annual and long-term fundraising strategies
- d. Facilitate board members fundraising within the community
- e. Develop and coordinate strong marketing, PR and technical support networks.
- f. Provide marketing and technical support to participating builders
- g. Coordinate marketing and PR for events, trainings, and workshops
- h. Organize and coordinate logistics for Minnesota GreenStar Rater trainings and program-related media events

4. Programming

Lead process to develop and maintain program protocols and procedures for the administration and verification/rating processes for new homes, remodeling of existing homes, multifamily, developments and other programs to be determined.

- a. Lead and manage continuing development of standards by a board-appointed technical committee, including future standards for multifamily dwellings and developments
- b. Manage the administration of remodeling and new homes standards
- c. Develop and conduct technical trainings for builders and remodelers based on the Minnesota GreenStar system
- d. Develop content for Minnesota GreenStar rater training program
- e. Conduct quality assurance activities to verify quality and consistency of home rating results

5. Community Engagement

- a. Increase MN GreenStar's visibility throughout the State
- b. Create consistent messages for the organization and programs and communicate the language that should be disseminated to the community
- c. Serve as a spokesperson for the organization and an expert in the community on sustainable building practices, especially for residential home remodeling and new construction

Relationships

This position communicates extensively with Minnesota GreenStar's strategic partners, which includes builders, remodelers, governmental entities, subcontractors, suppliers, architects, engineers and building officials as well as maintaining close relationships with its founding members, the Green Institute, the Builders Association of the Twin Cities (BATC), and the National Association of the Remodeling

Industry - Minnesota (NARI-MN). This position also must maintain solid communications with those entities who provide marketing, fundraising, training and other ongoing activities.

Qualifications

- Minimum of three to five years of experience in non-profit management/administration, including direct supervision of employees
- Strong interpersonal and communication skills and demonstrated ability to manage professional relationships across a variety of stakeholder groups
- High attention to detail, as well as administrative and time-management skills
- Excellent organizational skills, including the ability to organize resources, juggle multiple projects, and establish priorities
- Excellent public speaking skills and experience with interacting with the media.
- Excellent fundraising and development skills, demonstrated experience and high level of past success in this area
- Knowledge of, skills, and proven experience in financial management of an annual operating budget of at least \$500,000, including budget management and financial reporting
- Ability to think strategically and to develop and implement operating plans
- Ability to lead and to foster leadership in others
- Post-secondary degree required
- Strong ability to articulate the environmental, health, and economic benefits of green homebuilding and remodeling
- Proven marketing and public relations experience
- Proficient writing and communications skills
- Proficient event planning and coordination skills
- Sufficient office skills and ability to work with MS Office and Windows OS
- Demonstrated experience with residential sector design and construction practices preferred

Salary

The Executive Director position is a full-time position. Salary will be based upon qualifications and experience. Competitive benefits package includes medical and dental insurance, employer matching 403(b) retirement plan, paid holidays and paid annual leave.

Applications

Qualified candidates should email (strongly preferred), mail, or fax a resume and cover letter to:

- EMAIL: christine@mngreenstar.org (subject line = GreenStar Executive Director)
- MAIL: Attn: GreenStar Executive Director, MN GreenStar, 2801 21st Avenue South, Suite 115, Minneapolis, MN 55407
- FAX: 612-278-7101, Attn: GreenStar Executive Director
- Receipt of applications can be verified by calling 612-278-7102

Deadline

Consideration cannot be guaranteed for applications received after April 25th, although applications will be accepted on an on-going basis until a qualified applicant is found.

MN GreenStar is an equal opportunity employer.