



POSITION ANNOUNCEMENT: Executive Director, CleanAIRE NC
Headquartered in Charlotte, North Carolina with additional staff in the Raleigh Durham area

Are you CleanAIRE NC's next Executive Director?

CleanAIRE NC is seeking an experienced professional to serve as Executive Director of the only statewide organization focused exclusively on air quality. The Executive Director has the overall responsibility for CleanAIRE's mission and will serve as the organization's chief advocate, collaborator, and spokesperson. Do you...

- Thrive building community and collaborations
- Prioritize justice, diversity, equity, and inclusion
- Enjoy connecting grassroot efforts, legal policy, and scientific expertise to make an impact
- Bring environmental and clean air expertise
- Think strategically, ensuring the greatest impact
- Excel at non-profit management and staff development

BACKGROUND

The Board of Directors of CleanAIRE NC seeks an Executive Director to lead its state-wide efforts to ***advocate for the health of all North Carolinians by pursuing equitable and collaborative solutions that address climate change and air pollution.***

CleanAIRE NC was founded in 2002 when a group of volunteers banded together to improve air quality for Mecklenburg County residents. First known as Carolinas Clean Air Coalition and then as Clean Air Carolina, creating community partnerships and engaging the public have always been cornerstones of our advocacy.

As our advocacy work expanded into climate change, the organization wanted to reflect this greater focus. In 2021 we rebranded as CleanAIRE NC (**A**ction and **I**nnovation to **R**estore the **E**nvironment), redefined our mission and vision, expanded our footprint, and crafted a more unified story.

Today, CleanAIRE NC focuses on three powerful determinants of public health in North Carolina:

- 1) climate change
- 2) air quality
- 3) environmental justice

Through advocacy, education, and community-driven research, we are working to protect what connects us and ensure that people have clean air to live healthier, happier lives.

Based on conversations with the community and researchers, the link between air quality, climate change, and public health became increasingly apparent. Despite being invisible, air pollution intensifies the health outcomes of those already at risk and causes new health risks to appear. Marginalized and overburdened communities, typically low-income and minority, are especially vulnerable. We believe in one simple saying, **“PROTECTING WHAT CONNECTS US.”**

CleanAIRE NC has a board of 13 and staff of 10. The operating budget is \$1,000,000 with an organizational priority to diversify annual funding. After seventeen years, the founding Executive Director is stepping down. The organization is strong and ready for a leader to continue to build on the positive foundation that has been laid.

To learn more about CleanAIRE NC, visit: <https://cleanairenc.org/>

THE LEADERSHIP OPPORTUNITY

Reporting to the Board of Directors, the Executive Director of CleanAIRE NC leads the organization in executing all aspects of its mission. **Chief among all responsibilities is championing the mission of CleanAIRE NC and leading positive relationships among staff, volunteers, partners, donors, and the community.** The Executive Director will be called upon to fulfill the following key responsibilities:

- **Leadership and Strategy:** Serve as the primary advocate, visionary, fundraiser, and spokesperson for the organization. Develop relationships and a strong understanding of the organization’s impact with volunteers, government officials, partner organizations, donors, and prospective donors with a constant focus on prioritizing where the greatest impact can come from. Ensure a deep understanding of local and national trends related to air quality.
- **Resource Development:** With support from the Philanthropy Manager, lead resource development efforts, strategically engaging the Board in the fundraising process. Ensure short- and long-term fundraising plans are developed and executed. Advocate for government partnerships and support. Actively grow funding from individuals, foundations, and corporations.
- **Community Engagement and Collaboration:** Maintain and grown CleanAIRE NC’s status as a leader, convener, and collaborator. Lead coalition building to achieve ambitious goals with the support of other organizations and individuals. Collaborating organizations include multiple universities, North Carolina Conservation Network, U.S. Environmental Protection Agency, Environmental Defense Fund, Sierra Club, Southern Environmental Law Center, Natural Resources Defense Council, NC League of Conservation Voters, NC WARN, NAACP, among others.
- **Justice, Diversity, Equity, and Inclusion:** With support from the Environmental Justice Manager, serve as an advocate for building and maintaining partnerships with environmental justice communities working on air and climate issues in both urban and rural areas. Create relationships with affected communities and provide technical assistance, training, and other capacity-building services to advance equitable health outcomes for those most vulnerable to the impacts of pollution.

- **Staff Management and Volunteer Oversight:** Build a positive organizational culture that supports a productive, professional work environment. Oversee the hiring, training, supervision, and evaluation of staff. Ensure staff members work effectively toward shared goals and a unified vision for the organization. Work with staff to ensure a positive volunteer experience to ensure the retention of volunteers and make CleanAIRE NC a volunteer destination of choice.
- **Operational and Financial Oversight:** Oversee the financial integrity of CleanAIRE NC, ensuring the strategic creation of and adherence to the budget, diligently following approved financial policies and best practices. Think creatively and analytically about how to increase the impact of the organization. Manage all aspects of human resources and operations.
- **Board Governance:** In collaboration with the Board, identify, recruit, train, and retain highly effective board members. Maintain regular communications with the Board of Directors and provide them with the necessary support, counsel, and information required for effective governance. Ensure a quality process for supporting the board and their involvement in fundraising, strategic planning, program delivery, and increasing overall visibility.

SKILLS AND QUALIFICATIONS

- The new leader must demonstrate a firm commitment, understanding, and passion for CleanAIRE NC's mission.
- Five or more years in a leadership position or commensurate experience with demonstrated success in organizational management including strategic planning, fundraising, operations, volunteer management, and/or program development.
- Experience raising contributed revenue for the nonprofit sector.
- A proven track record in building coalitions across a wide spectrum of personalities and professions.
- Understand lobbying and the legislative process.
- Inspire others through written and verbal communications.
- Strong business acumen with a solid understanding of operations and budgeting.
- High social and emotional intelligence, integrity, and sound judgment.

Salary offered for this position is 100k-115k and benefits include medical, dental & vision coverage, paid-time-off (PTO), 403(b), company paid holidays, cell phone allowance, and parental leave. This full-time (40 hours per week) position requires occasional evening meetings, weekend work, and overnight travel.

APPLICATION PROCESS

Armstrong McGuire & Associates, based in North Carolina, is conducting this search in partnership with CleanAIRE NC's Board of Directors. To apply, click on the link to the CleanAIRE NC position profile at www.ArmstrongMcGuire.com/jobs. You will see instructions for uploading your cover letter, resume, and professional references. In case of any technical problems, contact katie@armstrongmcguire.com. No phone calls please, and no applications will be accepted by email or through third-party sites.

The preferred application deadline is May 27 though the position will remain posted until a hiring decision has been made. Hiring to be finalized in August and a preferred start date of early September.

CleanAIRE NC is an Equal Opportunity Employer.

We are committed to building a diverse staff and strongly encourage applications from candidates of all backgrounds. We do not discriminate on the basis of ethnic group identification, race, color, language, accent, ancestry, national origin, age, gender, religion, sexual orientation, gender identity, marital status, medical condition, veteran status, physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. All employment is decided on the basis of qualifications, merit, and needs of the organization.