

Executive Director Air Alliance Houston

Position Profile

The Board of Directors of Air Alliance Houston, a research-based nonprofit that believes everyone has the right to breathe clean air and where you live should not determine your health, is recruiting an Executive Director to continue its ambitious goals to reduce air pollution, promote public health, and advance environmental justice in the greater Houston area. The successful candidate will implement and eventually expand Air Alliance Houston's five-year strategic plan to grow the organization, strengthening our capacity to achieve these aims.

Introduction

Air Alliance Houston is committed to working toward our vision of healthy communities with clean air every day for everyone. Our activities include equity-centered research, diffusion of information, and collaborative advocacy; targeted litigation and activism against polluters and regulators; and the development of focused advocacy campaigns to drive change at the local, regional, and state level. At our core, our efforts center on ensuring equitable protection from air pollution, promoting policies and practices that mitigate or eliminate air pollution that negatively impacts public health and the climate, developing community resilience and risk management strategies to natural hazards and industrial disasters, and working in partnership with residents to advocate for their involvement in decisions that improve air quality and advance environmental justice. These activities are governed by AAH's current five-year strategic plan, which runs from 2020 through 2024 and the fundraising essential for its implementation.

The following themes inform our programmatic work:

- **Building Healthy Communities** by decreasing air pollution from toxic facilities and preventing the inequitable placement of air polluting facilities in communities of color and working-class neighborhoods.
- **Supporting Sustainable and Equitable Transportation** by targeting vehicle emissions by reducing car travel, improving access to public transportation and other forms of mobility, and increasing investments in fleet electrification.
- **Protecting Against Chemical Disasters** by increasing awareness of and preparedness to minimize chemical safety risks and working with affected communities to advocate for equitable protection from discharges affecting air quality.
- **Monitoring Our Air** by increasing community air monitoring in neighborhoods that are disproportionately burdened with sources of air pollution to both better understand their exposure to toxic air pollution on a neighborhood scale and develop neighborhood-level action plans to improve air quality..
- **Mobilizing Action** to strengthen the influence of community voices who experience environmental injustices in decisions that impact their communities.

Air Alliance Houston works throughout Houston and its surrounding counties. It serves a unique role within our region providing technical, policy, education, and legal assistance to communities and organizations. We primarily engage in advocacy initiatives related to actions of local, state, and federal agencies (for example, permit review, public comment and testimony, organizing grassroots advocacy efforts). The Board of Directors and the Executive Director oversee these efforts to ensure that they are consistent with the organizational mission and strategic plan. With an annual budget of approximately \$1,300,000, Air Alliance Houston is primarily supported through generous funding from foundations and individual supporters.

Air Alliance Houston is committed to working with communities to advance environmental justice. Founded in 2008 from the combination of predecessor organizations GHASP: the Galveston-Houston Association for Smog Prevention (founded 1988) and Mothers for Clean Air (founded 1996), Air Alliance Houston currently has a staff of 10, and is currently in the second year of a strategic plan that foresees growth in the organization to 15 full-time positions plus consultants.

For more information, please visit: www.airalliancehouston.org

Position Description

The Executive Director of Air Alliance Houston is responsible for overseeing the mission, campaigns, and day-to-day operations of the organization. The Executive Director is the chief ambassador and fundraiser for Air Alliance Houston, and is responsible for ensuring the organization builds relationships and develops campaigns with partner organizations that advance its mission, secures the resources it needs, and manages funds efficiently and effectively. The Executive Director is supervised by the Board of Directors and guides the work of the staff.

The Executive Director should be prepared to lead Air Alliance Houston to new levels of reach and impact. They must be able to work collaboratively with local, statewide, and national coalitions to advance the organization's mission. They should have a proven track record in strategic development of policy and campaigns, fundraising, cultivating donor relationships, and providing financial oversight. The Executive Director should be committed to the principles of anti-racism and anti-oppression to help further the organization's commitment to environmental justice.

Essential Responsibilities

Leadership and Management Responsibilities

- Work with the Board and staff to plan, develop, and implement campaigns and initiatives that further Air Alliance Houston's mission. This includes strategic planning, annual work plans, and monthly board updates.
- Serve as chief administrator and ambassador for the organization.
- Manage staff to ensure effective operations and coordination of campaigns.
- Establish and maintain a well-balanced work environment including, but not limited to, ensuring collaboration between staff, human resources policies that reflect our principles and values, and opportunities for staff development.
- Provide leadership and motivate others (staff, board, volunteers, etc.) in the framework of a collaborative team environment.
- Work with the Board President to develop the Board of Directors, Board Committees, and Air Quality Advocates Committee.

Fund Development and Financial Management Responsibilities

- Serve as chief fundraiser for the organization. This includes grant writing and/or overseeing proposals developed by staff and with staff or assistance from external consultants; solicitation of sponsorships for events; cultivation of individual donors, including major donors.
- Work with the Board to develop the annual budget and monitor finances. Ensure that federal tax reports are filed in a timely manner.
- Work with the Board and staff to develop an annual fundraising plan to meet budgetary needs.
- Successfully secure and manage individual and major philanthropic gifts.
- Address current and future grant identification, writing, and reporting requirements.
- Manage cash flow for the organization, ensure semi-monthly payroll is properly submitted, authorize payments of bills, and see that bank deposits are made in a timely manner.
- Manage internal accounting controls and relationship with outside accountants and ensure division of roles.

Advocacy and Program Management Responsibilities

- Provide leadership in the development and implementation of policy priorities and strategy, including positioning the organization strategically with policymakers and other influencers.
- Oversee implementation of the current strategic plan and work with the Board to embark on an extension of

that plan within the final year of the current plan.

- Oversee advocacy initiatives related to the actions of local, state, and federal agencies (for example, permit review, comment preparation, presenting hearing testimony, organizing grassroots advocacy efforts).
- In coordination with our Advocacy and Legal Director, develop legal strategies that are consistent with campaign goals and organizational mission.
- Lead staff in coalition building strategies and maintain key relationships with partner organizations.
- Develop and advance Air Alliance Houston's regional priorities, including by coordinating with staff and partners to research and write comments on local, state, and federal policy and regulatory items.
- In partnership with staff, maintain an active awareness of all relevant air pollution issues.

Community and Public Relations Responsibilities

- Serve as the leader in sustaining existing and building new relationships with community organizations (for example, civic groups, housing, transportation, civil rights, etc.) and government and business leaders.
- Build relationships and engage with community members/leaders in campaign development and identifying environmental concerns.
- Effectively communicate the campaigns and activities with community leaders and other external stakeholders.
- Monitor and evaluate collaborations with other organizations to ensure consistency with organizational goals.
- Maintain awareness of environmental issues in our strategic priority areas.

Communication Responsibilities

- Work with staff and Board to identify opportunities to raise community awareness of Air Alliance Houston through communication and outreach efforts.
- In collaboration with staff, create and manage content for the Air Alliance Houston website, social media channels, action alerts, supporter communication, and other public-facing communication.
- Serve as a public advocate and ambassador. Work to ensure that public statements of the Executive Director, staff, and Board members are consistent with organizational policies and priorities.
- Seek out and maximize opportunities to speak at and/or table at a variety of venues, such as local events, public meetings, workshops, panel discussions, universities, etc.
- Represent the strategic priorities and values of the organization in news media interviews, op-eds, and other press events.

Qualifications

- Demonstrated passion for and commitment to environmental justice and social change.
- Demonstrated ability to build, manage, and implement day-to-day operations.
- Demonstrated fundraising and efficient and effective financial management.
- Experience building strong, cohesive teams and leading them through growth and/or change.
- Ability to manage several campaigns simultaneously and adjust to frequently changing demands.
- Demonstrated understanding of public policy, and experience analyzing and interpreting legislative and regulatory frameworks.
- Professional and/or academic experience in public policy, public administration, natural resource management, environmental or urban planning, or related fields.
- General understanding of environmental science concepts related to air quality, preferred.
- General familiarity with the environmental regulatory powers and authority of local, state, and federal agencies, preferred.
- A Master's degree in one of these fields, with at least five-to-ten years of professional experience, is

preferred. However, we encourage candidates with equivalent life and professional experience otherwise meeting qualifications to apply.

- Experience working within a nonprofit organization and culture is a plus.

Compensation

- *\$120,000 to \$160,000, plus benefits (including group healthcare, negotiable flex hours, and paid holidays & leave). This is a full-time, [at-will](#), [exempt](#) position. Salary depends on qualifications and experience.*

The Board of Directors has engaged Victory Search Group (VSG) to lead the recruitment of the Executive Director for Air Alliance Houston. VSG is a senior level retained executive search firm serving a select group of clients from six offices across the United States. Highly collaborative and focused on customer service for over 18 years, Victory Search Group prizes its partnership with clients and their trust in our judgment, integrity, and responsiveness

Air Alliance Houston is a growing and dynamic organization, with a friendly, supportive, and collaborative working environment. This position will function as a vital part of our hard-working team and provide input to the organization's ongoing activities. Enthusiasm and a positive attitude are a must. **If you are passionate about clean air, environmental justice, and equitable health outcomes for all, please send a resume and introductory letter explaining your interest to nonprofit@victorysearchgroup.com, Subject Line "[NAME]: Executive Director Position."** Emails with questions are welcome - no phone calls, please. The screening of applicants will continue until a qualified candidate is selected.

We value people of all experiences, backgrounds, and perspectives and strive to cultivate leadership from the ground up. All qualified applicants will receive consideration without regard to race, color, national origin, sex, religion, age, disability, political belief, sexual orientation, gender identity, veteran or military status, genetic information, and marital or familial status.