



## POSITION ANNOUNCEMENT DEPUTY DIRECTOR

**Reports to: Executive Director**

**Classification: Full-time, Exempt**

**Location: Remote (during COVID); California-based role**

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### ABOUT THE COALITION

The [Building Decarbonization Coalition](#) unites building industry stakeholders with energy providers, environmental organizations and local governments to help electrify California's homes and workspaces with clean energy. Through convening, policy analysis and consumer awareness building, the Coalition is pursuing fast, fair action to accelerate the development of zero-emission homes and buildings that will help California cut one of its largest sources of climate pollution, while creating safe, healthy and affordable communities.

Burning fossil fuels for heating and cooking poses a serious threat to our health and the planet — making buildings and homes the largest source of climate pollution in the world. Here in California, buildings are second only to transportation as the leading cause of climate change, yet we've had no clear plan to address these emissions. Until now.

Through the development of [A Roadmap to Decarbonize California's Buildings](#), the Coalition lays out an ambitious, inspiring and actionable plan for the state to eliminate building emissions in the Golden State. The Coalition is coordinating implementation of the Roadmap by working with policymakers, the building industry and consumers to dispatch zero-emission lifestyle solutions — eliminating the need for fossil fuels and helping the state to slash climate pollution.

Moving California's homes and buildings off of fossil fuels will improve public health, cut climate pollution, deliver cleaner air, alleviate rising housing prices and monthly energy bills, all while creating a tremendous export opportunity for the state. To get there, we are activating strong leadership from communities, manufacturing and government, in California and beyond.

### POSITION DESCRIPTION & KEY PRIORITIES

In this newly created position, the Deputy Director supports the vision for the Coalition and serves as the organization's internal leader. Reporting to the Executive Director and working collaboratively with a small and rapidly growing team, the Deputy Director plays a critical role in the evolution of the Coalition from its start-up stage to a more mature organization that can deliver powerfully on its long-term vision. As the organization's #2, the Deputy Director is responsible for maintaining the momentum of the Coalition's work in California, building the structures and systems necessary for national scale and

providing strategic leadership in order to ensure fiscal, programmatic and operational strength in alignment with the Coalition's vision, mission and values.

### ***Internal Leadership & Strategy***

- Support the development of the Board of Directors, nurturing high levels of engagement, communicating effectively and providing timely and accurate information necessary for the Board to fulfill its fiduciary and legal responsibilities.
- Help to shape the Coalition's long term vision, leading aspects of strategic planning that support inclusive participation of the Coalition's diverse stakeholders.
- Lead the development of annual workplans and develop systems/practices for regular evaluation, reinforcing the continual development, learning and impact of the Coalition.
- Oversee implementation, evaluation and iteration of the Coalition's core programs and initiatives in California, including regular reporting against the goals and objectives of the *Roadmap*.
- Serve as a senior member of the leadership team, facilitating strong communication and collaboration, providing coaching and mentorship to directors and leading in the development of a positive organizational culture.
- Serve as a secondary spokesperson for the Coalition, including representing the organization at industry-specific conferences and speaking with the media as a proxy for the Executive Director.

### ***Financial Oversight***

- Ensure the financial strength of the Coalition, including oversight of sound financial management by staff and/or contract finance professionals and participation in fundraising.
- Lead the development of an annual budget that includes key performance indicators.
- Monitor and ensure strong financial controls, supporting the Executive Director's ability to report regularly on the financial status of the Coalition to the Board of Directors.
- Ensure the completion of an independent financial audit and annual tax filings; provide staff support for the Finance and Audit Committees of the Board.

### ***Infrastructure Building & Operations***

- Partner with the Executive Director in coordinating with the Coalition's fiscal sponsor, while pursuing independent nonprofit status and building a high-functioning organizational structure, including bi-coastal teams.
- Develop equitable policies that guide personnel and business decisions.
- Establish and provide oversight for strategic and tactical human resources, from recruitment, talent management and professional development to payroll and benefits administration.

### **QUALIFICATIONS & CHARACTERISTICS**

- A passion for building decarbonization, reflected in a clear and inspiring commitment to the mission and growth of the Coalition.
- Outstanding leadership and relationship-building skills with clarity of vision and a commitment to the highest levels of integrity, quality and collaboration.
- 8+ years of executive-level professional experience, preferably with expertise in building electrification and/or climate solutions.

- Highly collaborative work style with the ability to operate as a peer and thought partner to the Executive Director.
- Experience with successful public-private partnerships with diverse stakeholders who may possess divergent viewpoints and agendas; multi-sector experience, including public, private and non-governmental is optimal.
- Political sophistication with exceptional coalition building skills and the ability to communicate, work effectively and build consensus among a variety of internal and external stakeholders.
- Proven skill at building systems and managing operations while maintaining effective, trusting relationships within complex environments.
- Experience in supervising staff and consultants, team building and contributing to the development of a positive organizational culture.
- Ability to set clear priorities, keen analytic, organizational and problem-solving skills that enable sound decision making.
- Outstanding written and verbal communications skills.
- Entrepreneurial drive to build an organization from the ground up; start-up experience is optimal.

#### **WORK ENVIRONMENT, SCHEDULE & TRAVEL**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. This is a full-time salaried position with comprehensive benefits. Typical work hours are Monday through Friday, 9:00 AM to 5:00PM. Currently, all Coalition staff work remotely from their homes.

#### **COMMITMENT TO EQUAL EMPLOYMENT**

The Coalition values diversity in all its forms and is committed to an inclusive and transparent recruitment process. We recruit and hire without regard to race, color, national origin, ancestry, sex, gender, sexual orientation, sexual identity, age, religion, creed, disability (actual or perceived), medical condition including genetic characteristics, marital status, domestic partnership status, citizenship, military service, height, weight, HIV/AIDS status, or any other characteristic protected by state or federal law or local ordinance. People of diverse backgrounds are strongly encouraged to apply.

#### **COMPENSATION AND BENEFITS**

The salary range for this position is \$136,500 - \$160,000, commensurate with experience, plus a competitive benefits package including health coverage, retirement benefits, paid sick leave, vacation and holidays and access to professional development resources.

#### **HOW TO APPLY**

**Email a cover letter and resume by Thursday, December 10, 2020 to [jobs@buildingdecarb.org](mailto:jobs@buildingdecarb.org).** One combined PDF file is preferred. Candidate review and phone screens begin immediately and will be

conducted throughout the search period.