



Executive Director

The Seattle 2030 District is a non-profit membership organization with a mission to improve the economic prosperity and environmental sustainability of downtown Seattle by creating a high-performance building district that dramatically reduces energy, water, and transportation impacts created by building construction and operations. Specifically, the Seattle 2030 District is attempting to meet the 2030 Challenge for Planning targets to reduce district-wide energy, water, and emissions from transportation by 50% by the year 2030. The organization's membership consists of property owners, developers, managers and industry professionals and stakeholders that influence and support the built environment. Visit: <http://www.2030districts.org/seattle>

We have an exciting opportunity for an experienced leader to join our team and grow this organization to its full potential. The Executive Director demonstrates passion for high performance real estate and provides effective leadership, strategic direction, and organizational and financial management. The position ensures the organization is advancing toward its goals through the execution of a strategic plan, management of multi-disciplinary programs and initiatives, supervision of a team of professional staff, and generation of revenue. The Executive Director works closely with and reports to the Board of Directors.

The successful candidate will have strong leadership and networking abilities, the drive and finesse to influence change/behavior, and a solid understanding of the Seattle market. This individual must be passionate about our mission!

ESSENTIAL RESPONSIBILITIES

- Promote, develop and advance the overall vision, mission, and goals of the Seattle 2030 District
- Increase the number of existing buildings and new development projects that achieve the 2030 Challenge goals for energy, water, and transportation
- Grow membership by increasing the number of developers, building owners and managers, professional stakeholders, and community stakeholders committed to the 2030 Challenge
- Provide financial oversight through budget development, management, and routine reporting of financial statements
- Establish and execute a work plan that maximizes the effectiveness of existing programs; develop and implement new programs; continuously evaluate program impacts and results
- Actively engage and energize membership, committees, staff, partnering organizations, and funders
- Serve as ex-officio member on the board of directors and each board committee
- Grow the organization's revenue from contracts, grants, sponsorships, and individual contributions
- Communicate regularly with the organization's membership through routine updates, meetings and events
- Act as liaison between the Seattle 2030 District and the 2030 District Network
- Manage existing contracts and grants and meet associated reporting requirements
- Meet compliance requirements associated with maintaining 501c3 non-profit status

QUALIFICATIONS

Required:

- Bachelor's degree in business management, public administration, organizational management, architecture, engineering, urban planning or related field
- 5 or more years of experience in real estate, architecture, construction, resource conservation or related field
- Minimum 5 years in a leadership or supervisory role
- Confident presenter who communicates with persuasion and clarity to audiences of all sizes
- Strong written communication skills; ability to write, summarize and present data and information in clear and concise proposals and reports
- Proficient with a variety of software programs, including MS Word and Excel
- Solid understanding of basic accounting and financial reporting

Preferred:

- Master's degree in business management, public administration, organizational management, architecture, engineering, urban planning, or related field
- Leadership experience with non-profits and board of directors
- Experience with grant writing, fundraising and reporting
- Experience with energy and water conservation and transportation emissions reduction

HOW TO APPLY

If you share our vision and believe you have the leadership to execute our strategic plan and help us successfully reach our goals, apply online today at: <http://www.hrpmi.com/jobs/ed-aa.htm>. Please submit your resume and cover letter in a single document.

Application Deadline: To be considered, you must apply **by 5pm (PST), February 27th, 2015.**