



Job Posting: Executive Director

The Collaborative for High Performance Schools (CHPS) is seeking a dynamic new Executive Director to lead the organization's geographic growth and expanded programming. It's well documented that kids learn better in schools with good lighting, clean air, and comfortable classrooms. That's why CHPS works with schools and experts to ensure that every child has the best possible learning environment with the smallest possible impact on the planet.

The new Executive Director will be joining the organization at a pivotal time when strategic planning of the last few years is coming to fruition and our approach is more in demand. The CHPS' priority of children's health and well-being first has never been more relevant, and the new Executive Director will lead our effort to increase our visibility and our impact.

Our Mission

CHPS is a non-profit organization dedicated to making schools better places to learn and environmentally responsible. CHPS was founded in 1999 by a group of California state agencies and major utilities to address energy efficiency in schools. The effort quickly expanded to address all aspects of school design, construction and operation; CHPS became a 501(c)(3) in 2002. Growing from our start in California, CHPS became a national organization in 2008; our high performance criteria is currently being applied throughout the United States. Regional CHPS versions developed under license are in use in the Northeast and New York, California, Texas, Virginia, Washington and Hawaii. The US-CHPS Criteria is available nationwide, used by projects in Alaska, Montana, Colorado, and Florida, among others. Use of US-CHPS is growing and promises to further expand our influence. We currently have nearly 250 active projects in our verification programs; hundreds more across the country have achieved verification.

Job Description

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for CHPS and its team, including staff and contractors, programs, growth, and execution of its mission.

The Executive Director will:

- Serve as the public face of CHPS.
- Ensure that CHPS technical resources continue to be at the forefront of green schools and healthy building science.
- Cultivate a strong partnership with the Board of Directors to set policies consistent with CHPS' mission
- Utilize a collaborative process to develop and maintain an annual business plan.
- Direct a collaborative process with staff and the Board of Directors to develop, manage and implement a long-term strategic plan and annual business plan.
- Prepare and implement an approved annual budget and other necessary financial documents.
- Oversee all fund development activities, including grant writing, cultivation and stewardship of funders, and identifying new financial resources. Actively seek and maintain a diverse base of funding – sponsorships, foundation, government, membership, and projects and related fees.
- Promote CHPS' visibility and welfare through thought leadership and build upon the existing partnerships with other organizations that are aligned with CHPS' mission and vision.



- Oversee all CHPS' programs and initiatives.
- Until the CHPS team can be expanded, manage the day-to-day operation of all programs and initiatives.

Qualifications

All candidates should have proven leadership and management experience. Demonstrable experience and other qualifications include:

Required:

- A minimum of 5 years of management experience, preferably with an organization similar to or in a field related to CHPS' mission
- Track record in preparing and effectively managing a budget of at least \$500,000
- Track record of effective fundraising with the ability to engage a wide range of stakeholders
- Track record of effective leadership including specific examples of having developed and implemented successful strategies
- Experience with sustainable/high performance building principles
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal; and multidisciplinary project skills
- Ability to manage a remote workforce; CHPS has operated virtually since 2016.

Additional Beneficial Qualifications:

- Background in school design, construction, operations and/or school administration
- Strong marketing and public relations experience
- Entrepreneurial and adaptable with a passion for our mission

Travel Requirement

- Once normal travel resumes, must be able to travel up to 20% of the time.

Location

- CHPS is legally based in California but welcomes applicants in other states.

Salary

- \$80,000-\$90,000 per year, full-time plus benefits

Prospective candidates are requested to submit a resume with cover letter by June 4, 2021, to John Zinner, Chair, CHPS Board of Directors, john@zinnerconsultants.com.