



## California Council for Environmental and Economic Balance

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### **CCEEB Policy and Communications Director**

#### **The Role**

CCEEB seeks a Policy and Communications Director to work in close partnership with the president and vice president on overseeing and implementing regulatory policy initiatives and agency advocacy at the Council, as well as other strategic initiatives that further the interests of CCEEB and its membership. As part of this position, the director will lead one or more of the CCEEB projects, with responsibility for project management and delivery of positive outcomes. The director will also work in close coordination with other project teams and CCEEB legislative advocates to ensure that positions across the organization are consistent and reflect the Council's core values and principles.

The ideal candidate will develop and maintain governmental, political, community, and NGO networks within California, particularly among regulatory agencies and key stakeholder groups. The director should have proven experience working with coalitions and facilitating consensus, including leading technical discussions among policy experts with different and at times competing interests. The director should be an expert environmental policy analyst, with a demonstrably understanding of agency authorities and rulemaking, public participation processes, and other regulatory procedures in California. While CCEEB works across all environmental media, preference will be given to candidates whose background includes work on air quality, climate change, energy, transportation, toxics, and/or environmental justice issues.

This position requires excellent written, verbal, and public presentation skills and the ability to produce results leading and working within cross-functional teams. The ideal candidate will have the ability to multi-task and prioritize in a very dynamic, ambiguous, and fast-paced environment. The successful candidate will be a poised public speaker with previous public testimony and political engagement experience. The job requires regular travel within the greater Northern and Southern California areas and to other locations as workload dictates.

#### **Qualifications**

- Relevant legislative and/or regulatory experience with a minimum of seven years of proven and verifiable success. Preference will be given to those with direct experience working with California state agencies, the Legislature, and/or the local air districts. However, experience working in other jurisdictions will be acceptable for candidates with proven environmental policy backgrounds.

- Ability to manage issue-based, member-driven projects, including development of work plans, meeting agendas, and advocacy strategies. As project manager, the director will be responsible for organizing and leading monthly meetings of members; presenting technical analysis and synthesizing input and direction from members across a wide range of issues and proceedings; developing all internal and external communications for the project, and representing CCEEB in public work groups, workshops, advisory groups, and agency hearings; and engaging agency decision makers and other thought leaders in a productive and respectful manner that achieves results.
- CCEEB works closely with environmental organizations and environmental justice advocacy groups, as well as other industry associations. Successful candidates must be able to positively engage and build lasting relationships with all stakeholders.
- Experience facilitating large meetings and events, including agenda development and speaker selection. CCEEB typically hosts two weeklong policy conferences each year. The director will be required to attend both events and play a leadership role facilitating panel discussions. Because of the intensive preparation involved, vacation leave is strongly discouraged from June through mid-July, starting in 2022 or when in-person events are resumed.
- Degree in public policy, political science, economics, physical or environmental science, engineering, urban planning or a related field; an advanced degree or graduate work is highly preferred. The Director must be able to author technical white papers, comment letters, speeches, and opinion pieces on topics of relevance to CCEEB.

### **Desired Characteristics**

- Ability to engage and recruit new partners and members, as well as provide a high level of member services for existing member organizations and CCEEB Board Directors. Preference will be given to those with existing relationships with labor organizations, environmental organizations, and/or companies working within the renewable energy, high tech, or goods movement sectors.
- Working with associate staff, the ideal director will take a leadership role in crafting marketing materials and refining the CCEEB “voice” through our website, external communications, and media relations using their mastery of public relations.

### **About CCEEB**

Founded in 1973, the California Council for Environmental and Economic Balance (CCEEB) is a non-profit, non-partisan, 501(c)(4) coalition whose mission is to advance policies that improve the environment and protect public health, while maintaining a strong economy.

CCEEB is governed by a board of directors comprised of business, labor, and public leaders who are committed to a collaborative process to develop consensus on innovative policy solutions.

CCEEB manages its work through a series of issue-focused, member-driven projects and task forces. These include:

Air Project (ARB and Legislature)

Climate Change Project (ARB and Legislature)

Water Chemistry and Waste Project (SWRCB, DTSC, CUPAs, and Legislature)

Bay Area Project (BAAQMD)

South Coast Air Project (SCAQMD)

Natural Resources Task Force (CDFW)

Water Quality Task Force (SWRCB and regional water boards)

Transportation Energy Task Force (ARB, CEC, and CPUC)

## **Salary and Benefits**

Salary is competitive and based upon experience. Comprehensive benefits package provided, including health care and 401K retirement plan. CCEEB is headquartered in San Francisco, though we are currently working remotely. Frequent travel to San Francisco, Sacramento, and the South Coast region is required.

## **How to Apply**

To apply, please email [search@cceeb.org](mailto:search@cceeb.org) with the subject line as your last name plus – Director (e.g. “LAST NAME – Director”). Applications must include the following materials in PDF format: (1) cover letter, (2) resume, and (3) at least one writing sample (approx. 2-3 pages).

We’re seeking to fill this position immediately and applications will be reviewed as received. Qualified candidates will be contacted to schedule a phone and/or video interview.

More information on CCEEB is available online at [www.cceeb.org](http://www.cceeb.org).