**Roles and responsibilities of the Executive Director:**

* Manage the Metro 4/SESARM training program, workshop planning, technical projects, and regional coordination activities such as technical analyses related to US EPA’s national ambient air quality standards and Regional Haze Rule;
* Maintain communication with the Metro4 and SESARM Board of Directors, staff, member agency personnel and EPA, identify technical and training needs, set priorities, and develop strategic plans, goals, and projects;
* Prepare grant applications, budgets, and work plans, and ensure grant requirements and conditions are met;
* Manage staff and budgets and maintain policies and procedures in an efficient and professional manner in compliance with requirements for nonprofit organizations.
* Represent Metro 4/SESARM in various forums;
* Monitor federal activities and issues and keep up-to-date on relevant topics of primary concern to the member agencies;
* Work with other regional and national organizations to share information and meet common goals

**Full time, salaried position.**

**Flexible location** (within a SESARM/Metro 4 membership state)

**Salary:** $90,000-115,000

**Target start date: TBD**

**Benefits:** Paid federal holidays, vacation, sick, and personal leave. Health and dental insurance and a 401(k) plan are available.

**Travel:** Will be expected to attend regional and national meetings involving overnight travel approximately bi-monthly.

**NOW HIRING**

**METRO 4/SESARM Executive Director**

Metro 4, Inc. and Southeastern States Air Resource Managers, Inc. (SESARM) are seeking an Executive Director for their regional program supporting local and state air pollution control agencies.

Metro 4, Inc. is a 501(c)(6) not-for-profit voluntary association of seventeen local air pollution control agencies. SESARM is a 501(c)(3) not-for-profit voluntary association of ten state air pollution control agencies.

Our mission is to strengthen the capabilities of member agencies and help them work together to reduce air pollution impacts in the region.

We provide training and advocacy support for member agency. We host technical meetings and coordinate technical projects. Please visit our website: [metro4-sesarm.org](http://www.metro4-sesarm.org)

**Desired Qualifications:**

* A bachelor’s degree is required and a master’s degree is preferred in studies relevant to the position, such as engineering, public administration, planning, public policy, environmental law, project management, or physical, environmental, or biological sciences;
* Able to analyze and synthesize policy-relevant information related to air quality management;
* Extensive knowledge and experience in air quality management, including local, state, and federal regulatory and legal processes, policy, and/or technical areas;
* Experience managing federal grants and budgets;
* Strong management and leadership skills including experience in strategic planning, effectively managing and developing staff, project management and team building;
* Possess strong written and verbal communication skills—a persuasive and passionate communicator with excellent skills in interpersonal relations;
* Able to work effectively in collaboration with diverse groups and multiple perspectives;
* Experience working with teams to identify best practices in air quality improvement

**Applicant Questions:**

Responses should be no more than one page per question, using single-spacing, 12-point font and one-inch margins.

1. Describe your experience with project management.
2. Describe your experience applying for and managing federal grants and managing budgets.
3. What do you believe are the most critical skills and abilities for representing a group of state and local agencies with diverse needs and priorities? Describe your prior professional experience in using these skills and abilities.

**How to Apply**

Please submit by **DATE: December 22, 2021**

* Cover letter
* Resume
* Written responses to the applicant questions

Send in electronic format via email to:

[Karen.Hays@dnr.ga.gov](mailto:Karen.Hays@dnr.ga.gov) and Leslie.Rhodes@MecklenburgCountyNC.gov