

**Metro 4/SESARM Executive Director Vacancy Information**  
**January 2, 2020**

**Position:** Executive Director

**Recruitment Range:** \$90,000-\$110,000

**Location of Position:** Flexible location (within a Metro 4/SESARM membership state)

**Target Start Date:** August 1, 2020

**About Metro 4/SESARM:** Metro 4, Inc. (Metro 4) 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 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 administer training, technical meetings, technical projects and advocacy support for the member agencies.

For more information, please visit our website: [metro4-sesarm.org](http://metro4-sesarm.org).

**Position Information:** This is a full-time salaried position with paid federal holidays, vacation, sick and personal leave. Health and dental insurance and a 401(k) plan are available. This position is expected to attend regional and national meetings involving overnight travel approximately bi-monthly.

**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 Metro 4 and SESARM Boards 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, draft position statements and make presentations;
- 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.

**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, 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.
- Substantial 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 and communicating information to senior policy staff.

**Application Questions:** Responses should be no more than one page (one side) per question, using single spacing, 12-point font and one-inch margins:

1. How would your experience help you build the capabilities of Metro 4 and SESARM agencies to implement the Clean Air Act?
2. Describe your management experience and philosophy. Include, if applicable, examples of your work at the direction of a board of directors.
3. Describe your experience managing the performance of direct reports and managing an office if applicable.
4. Describe your experience working with others to set priorities and develop consensus.
5. Describe your experience with project management.
6. Describe your experience applying for and managing federal grants and managing budgets.
7. 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 February 28, 2020 your:

- Cover letter
- Resume
- Written responses to the Application Questions

Send in electronic format via email to:

Michelle Owenby at [michelle.b.walker@tn.gov](mailto:michelle.b.walker@tn.gov) and John Hornback at [hornback@metro4-sesarm.org](mailto:hornback@metro4-sesarm.org)