

TITLE: Executive Director, Pittsburgh Region Clean Cities and Communities (Consultant Position)

ABOUT CLEAN CITIES AND COMMUNITIES:

Pittsburgh Region Clean Cities and Communities (PRCC) (a 501(c)(3) nonprofit) is the central coordinating point for alternative fuel vehicle (AFV) activities across 33 counties in Western Pennsylvania. The shared mission with the national Clean Cities and Communities Partnership is to advance the energy, economic, and environmental security of the United States by supporting local actions to reduce petroleum use in transportation.

ABOUT THE POSITION:

PRCC seeks an experienced and visionary Executive Director to lead the coalition through its next phase of development. The Executive Director will develop and oversee the organization strategy, fundraising, partnership and membership development, on-going programming and serve as the face of the organization. This role includes managing day-to-day operations, fostering stakeholder relationships, securing funding, and ensuring compliance with the U.S. Department of Energy (DOE) Clean Cities and Communities program.

CORE RESPONSIBILITIES:

Strategic Leadership & Stakeholder Engagement

- Lead the coalition's mission and strategic direction in collaboration with the Board of Directors.
- Serve as the primary point of contact with DOE and key stakeholders.
- Develop and implement multi-year strategic and annual operating plans.
- Build partnerships with businesses, government agencies, and nonprofits, including growing the organization's membership.

Fundraising & Financial Management

- Identify and secure funding opportunities, including grants, sponsorships, and partnerships.
- Develop and manage the coalition's budget and ensure financial accountability.
- Cultivate and maintain relationships with donors and funding partners.

Program Development & Grant Management

- Ensure deployment of high-quality and engaging programming that supports the mission of PRCC.
- Oversee research and apply for mission-aligned grants; manage existing and future grant portfolios.
- Ensure compliance with grant requirements and submit timely reports.

Pittsburgh Region Clean Cities and Communities, Executive Director (Consultant Position)

Community Engagement & Advocacy

- Represent PRCC at public events, meetings, and conferences.
- Oversee development of the coalition's communications (website, social media, newsletters).
- Engage with government officials to advance clean transportation policies.

Board Governance & Organizational Oversight

- Collaborate with the Board to develop and review budgets, programmatic goals, and organizational performance.
- Provide detailed financial and program reports to the Board.
- Lead and manage staff consultants, ensuring a productive and mission-focused work environment.

QUALIFICATIONS:

Required:

- Ability to set and execute a strategic vision.
- Strong leadership and organizational management skills.
- Experience with budget management and financial oversight.
- Experience with fundraising and strong grant writing skills.
- Excellent written, oral, and interpersonal communication abilities.
- Experience in stakeholder engagement and consensus building.
- Minimum 7 years of management experience (nonprofit sector preferred).
- Bachelor's degree in a relevant field (e.g., sustainability, public policy, business).

Preferred:

- Knowledge of federal and state grant funding and policies related to alternative fuels, including DOE Clean Cities Program, Clean Air Act, and Energy Policy Act.
- Knowledge of non-Federal funding sources.
- Technical understanding of alternative fuel technologies and energy efficiency strategies.
- Experience in public speaking and representing organizations in various forums.
- Master's degree in a relevant field (e.g., sustainability, public policy, business).

ENGAGEMENT TERMS: This is a contract (1099) position. The Executive Director must be located in Western PA/Pittsburgh. Work from home (currently) with future possibility of a hybrid arrangement. Flexible, with some travel required.

COMPENSATION TERMS: Monthly contract payment of \$5,500-\$7,500, commensurate with experience, with an expectation of 160 hours per month. Consultant is responsible for making required deductions and payments of any taxes including, without limitation, all federal, state

Pittsburgh Region Clean Cities and Communities, Executive Director (Consultant Position)

and local personal and business income taxes, state and local federal unemployment insurance contributions, FICA, SDI, and sales and use taxes, if any, relating to the Services rendered by themselves as an independent contractor.

START DATE: January 2026

HOW TO APPLY:

To apply, please submit your cover letter and resume to recruitment@pgh-cleancities.org with "Executive Director – [Your Name]" in the subject line. A satisfactory background check and reference check will be required as a condition of engagement.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

It is the policy of PRCC to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, veteran status, or any other characteristic protected by federal, state, or local law.