



## Job Announcement

**POSITION: Executive Director**

**REPORTS TO: Board of Directors**

**LOCATION: Fairfax, Virginia**

### **About the Coalition**

The CO<sub>2</sub> Coalition is a rapidly growing 501(c)(3) established in 2015 to educate thought leaders, policymakers, and the public about the important contribution made by carbon dioxide to our lives and the economy. The Coalition seeks to engage in an informed and dispassionate discussion of climate change, humans' role in the climate system, the limitations of climate models, and the economic consequences of mandated reductions in CO<sub>2</sub> emissions.

In carrying out our mission, we seek to strengthen the understanding of the role of science and the scientific process in addressing complex public policy issues such as climate change. Science produces empirical, measurable, objective results and provides a means for testing hypotheses that can be replicated and potentially disproven. Approaches to policy that do not adhere to the scientific process risk grave damage to the economy and to science.

Gregory Wrightstone, Executive Director since 2021, after a successful tenure, will be stepping down from that position and moving into the role of Senior Fellow upon the naming of a successor. We now invite applications for that position of Executive Director.

### **Job Description**

The new Executive Director will inherit a healthy budget and strong balance sheet, an excellent reputation, and a talented team committed to the organization's mission. The Executive Director is the primary management leader and public face of the Coalition. The Executive Director is responsible for all aspects of the organization's activities. Key responsibilities include development and execution of the Coalition's programs, public relations, strategic planning, grant writing and funder outreach, direction and oversight of staff, managing contractor support, and board of director

relations. The Executive Director reports to an 11-member Board of Directors. Specific duties will also include:

### **Coalition Content**

Oversee all Coalition publications and media. Executive Director is expected to produce original content, direct the creation of print and other media and edit all material before public release to ensure work adheres to the Coalition's high standards.

### **Public Relations**

Serve as the public face of the Coalition. The incumbent is expected to give presentations at conferences, respond to media inquiries, be available for interviews, and represent the Coalition in a highly professional manner at legislative hearings and other venues.

### **Strategic Planning**

Develop the Coalition's strategy and growth plan in cooperation with the Board of Directors.

### **Development**

Maintain and foster relationships with existing donors; develop new funding sources, prepare grant proposals; identify and pursue prospects.

### **Outreach and Relationship Management**

Cultivate and expand relationships with intellectual and policy leaders, legislators, journalists and the public; collaborate with Directors on overall communications strategy.

### **Management**

Oversee all aspects of the Coalition operations, including budget, staff, policies, programs, initiatives, partnerships, events and content; directly recruit, manage and develop office staff; ensure certain day-to-day office operations; and vendor procurement.

### **Qualifications**

The successful candidate may come from a variety of backgrounds, including scientific research, private industry, government, armed services, think tanks or academia, and should possess the attributes below:

- At least 5 years of relevant experience.
- Demonstrated scientific expertise in areas relevant to the Coalition's mission.
- Appreciation of the role science plays in public policy.
- Superior oral and written communications skills.
- Knowledge of fundraising strategies, grant writing, and donor relations.
- Research experience.
- Demonstrated ability to lead, mentor, and direct staff.

**It is not necessary to meet all the criteria above to apply and be considered for this executive position.**

This position requires travel to attend events and conferences and to develop relationships with members and donors. The CO<sub>2</sub> Coalition's office is located in Fairfax, Virginia, near the Dunn Loring Metro stop. The Executive Director position requires full on-site presence and is not eligible for remote work.

The Coalition offers competitive salary and benefits.

### **To Apply**

Qualified candidates should submit the following application materials:

A Resume/CV and Cover letter including:

- An introductory paragraph(s) describing three distinct reasons you are drawn to the Coalition's mission and how you came to those beliefs
- Salary expectations
- Links to any public, professional online profiles (e.g., LinkedIn, personal website)

Applications should be submitted to [info@co2coalition.org](mailto:info@co2coalition.org).