



*Hydrogen Means Business in California!*

October 6, 2021

Dear Members and Interested Parties,

The California Hydrogen Business Council (CHBC) is searching for a dedicated leader to direct the activities of this dynamic group. This is a full-time position with the potential for additional performance based compensation. The Executive Director will enhance CHBC's presence in California with a focus on advocacy at the state and federal level, membership growth and services, and enhancing our partnerships with other organizations. The Executive Director position is based in California to ensure CHBC initiatives are closely monitored and to provide proximity to statewide industry and policy activities.

If you or someone you know is interested in leading the CHBC team and possesses the qualifications and skills represented in the position description, please have them complete our application at <https://californiahydrogen.hirescore.com/>. Any questions can be sent to Kurt Johnson, our contact at Peak Selection, [kurt@peakselection.net](mailto:kurt@peakselection.net). Candidates may submit a resume and cover letter detailing their experience, unique attributes, and salary requirements for consideration.

This is a time of unprecedented opportunity for hydrogen and interest in hydrogen production, delivery, infrastructure, and use is steadily growing in a multitude of sectors around the world. This new chapter for CHBC is an important step in growing our presence. If you have questions, comments or recommendations on this recruitment, please email me at [lskiver@sunline.org](mailto:lskiver@sunline.org).

Sincerely,

A handwritten signature in blue ink that reads "Lauren Skiver". The signature is fluid and cursive, with the first name "Lauren" written in a larger, more prominent script than the last name "Skiver".

Lauren Skiver  
Chair, California Hydrogen Business Council &  
CEO/General Manager, SunLine Transit Agency

## **Scope of Work for CHBC Executive Director**

### **Role:**

The Executive Director (ED) is responsible for all aspects of day-to-day management of CHBC staff and resources and serves as the organization's external champion for advancement of the hydrogen sector in California. Specifically, the ED is responsible for overseeing the administration of CHBC, including member recruitment, strategic planning, budget management, and staff management. In addition, the ED is the chief advocate and external voice of the CHBC, representing the organization in workshops, hearings, conferences and other public forums, as necessary, to advance hydrogen policy and development in California. The Executive Director is responsible for working with members, the Policy Director and staff to identify areas where CHBC's engagement in the legislative and/or regulatory process can support development of the hydrogen industry in California. The Executive Director reports to the Board of Directors.

### **Responsibilities:**

1. Strategic Leadership
  - a. Under the direction of the board, the ED leads the development of the annual plan to achieve board-approved objectives for advocacy, organization development and other matters, as directed.
  - b. The ED engages externally to establish and maintain a position as a key champion and thought leader on matters related to hydrogen among key stakeholder groups in California.
2. General
  - a. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
  - b. Responsible for member recruitment, retention and fundraising to support CHBC's mission.
  - c. Responsible for planning conferences, seminars, board meetings and educational events.
3. Financial
  - a. Responsible for the fiscal integrity of CHBC, including submission to the Board of a proposed and annual budget and monthly financial statements that accurately reflect the financial condition of the organization.
  - b. Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

#### 4. Organizational

- a. Develops and maintains strategic alliances with other trade associations and community, environmental and other not-for-profit organizations.
- b. Responsible for the enhancement of CHBC's image by being active and visible in the policy and business communities.
- c. Responsible for hiring and retention of competent, qualified staff, in consultation with the Board.
- d. Responsible for effective administration of CHBC's programs and activities.

#### **Professional Qualifications Needed:**

- A bachelor's degree or higher.
  - Transparent and high integrity leadership skills.
  - Five or more years senior membership organization management experience.
  - Experience and skill in working with a Board of Directors.
  - High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to external stakeholders, the staff and board.
  - Ability to effectively communicate the organization's key messages to external stakeholders including policymakers and staff, environmental and community organizations and other trade organizations.
  - Demonstrated ability to oversee and collaborate with staff.
  - A history of successfully generating new revenue streams and improving financial results.
  - Active member-recruiting experience. Excellent member relations skills and understanding of the member community.
  - Previous success in establishing relationships with individuals and organizations of influence and importance to the hydrogen community.
  - Solid organizational abilities, including planning, delegating, program development and task facilitation.
  - Strong financial management skills, including budget preparation, analysis, decision making and reporting.
  - Strong written and oral communication skills.
  - Strong public speaking ability.
  - Strong work ethic with a high degree of energy.
  - Strong track record in diversity.
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- The most competitive candidates will have experience at a senior level with an environmental or environmental justice organization involved in air quality or energy issues, or have significant experience in working with those organizations.