

Executive Director and Advocate

California Conference of Directors of Environmental Health (CCDEH) and

California Association of Environmental Health Administrators (CAEHA)

POSTING DATE: March 22, 2024

CLOSING DATE: 5:00 PM, June 1, 2024 or until filled

POSITION: Full-time, shared between CCDEH and CAEHA

LOCATION: Sacramento area, CA (Remote)

These two public environmental health organizations are seeking to fill a shared executive director and advocate position in Sacramento. CCDEH is a 501(c)(3) non-profit that was established in 1956 to promote public environmental health in California – especially at the local government level. CCDEH has three staff and a budget of approximately \$.5million. CAEHA is a 501(c)(4) non-profit established in 1968 with 3 staff and a budget of approximately \$2.0million. CAEHA serves CCDEH and local environmental health programs through state-wide advocacy and staffing support. Both organizations work closely with the hazardous materials and safety regulators in the California Unified Program. The incumbent will be expected to advocate on behalf of the local Unified Program agencies as well as CCDEH.

For additional information on these organizations see: www.ccdeh.org, www.caeha.net and www.calcupa.org

SUMMARY:

CCDEH and CAEHA are seeking an experienced and motivated organizational leader and environmental health advocate. This full-time position based in or near Sacramento will be responsible for the day-to-day management of the two non-profit organizations; policy and vision guidance; and advocacy in the California Legislature on a wide range of public environmental health issues.

Essential Duties & Responsibilities

As Executive Director of CCDEH, the individual will provide the following services:

- Provide guidance to CCDEH on organization management and environmental health policy at the request of the Executive Committee and consistent with the CCDEH Bylaws and Procedure Manual.
- Prepare, in consultation with the President and Manager, all agendas for Executive Committee meetings.
- Review and edit all minutes of Executive Committee meetings.
- Assist in the preparation of the CCDEH Annual Conference and Annual Membership Meeting.
- Participate in, to the extent feasible, regional, policy and other CCDEH committee meetings.
- Prepare legislative reports with analyses to the Policy Committees of CCDEH on a quarterly basis, or more frequently, if needed.
- Advise CCDEH Executive Committee on suitable positions on legislation and regulatory matters.
- Communicate with the California Association of Environmental Health Administrators (CAEHA) regarding advocacy of CCDEH legislative and policy positions.
- Assist with and review work undertaken by CCDEH Manager and other contract staff.
- Represent CCDEH at meetings with partners and associated organizations, including making presentations at conferences and workshops.

The Executive Director serves under the guidance and direction of the CCDEH Executive Committee.

As Executive Director of CAEHA, the individual will provide the following services:

- Provide guidance to CAEHA on organization management and environmental health policy at the request of the CAEHA Board and consistent with the CCDEH Bylaws and Procedure Manual.
- Prepare, in consultation with the President and Manager, all agendas for Board meetings.
- Review and edit all minutes of Board meetings.
- Assist in the preparation of the CAEHA Membership Meeting.
- Prepare legislative reports with analyses for the Board that reflect the recommended positions of CCDEH on a quarterly basis, or more frequently, if needed.
- Advise CAEHA Board of positions adopted by CCDEH on legislation, regulations or other environmental health policies proposed and recommend suitable positions for CAEHA on such matters.
- Represent CCDEH, the California CUPA Forum through CAEHA in the California Legislature and regulatory agencies.
- Assist with and review work undertaken by CAEHA Manager and other contract staff.
- Represent CAEHA at meetings with partners and associated organizations, including making presentations at conferences and workshops.
- Submit all required lobbying reports to California Secretary of State on time.

The Executive Director of CAEHA serves under the guidance and direction of the CAEHA Board of Directors.

This is a regular full-time position.

Within limits of the law, the Executive Director may work as an independent contractor or be an employee of CAEHA with 15 days paid time off/paid sick, personal and vacation leave per year, in addition to legal holidays. Other benefits, including health insurance, retirement and incentives or bonuses are subject to negotiation.

The position works remotely, with required regular visits to attend in-person executive, regional and policy committee meetings. Other regular business travel within California will be required. If mutually agreed upon, the Executive Director may establish a CCDEH/CAEHA Sacramento office.

Total compensation range for this position: \$150,00 to \$190,000 per year based on the candidate's knowledge, skills, experience, as well as budget availability.

Minimum Qualifications

- 5 years of relevant experience in non-profit sector managing related programs.
- 5 years as a legislative representative, lobbyist or policy director in public or private sector organization.
- Degree in environmental health, public health, environmental sciences, public policy, or another related field.
- Registered – or prepared to register – as a lobbyist with the California Secretary of State.

Submission of Application

- Submission of a cover letter and CV/resume is required for all applications.
- Applications are to be submitted via email by 5:00PM PST June 1, 2024 to the following email address: justin@ccdeh.com

Interviews

Interviews will be conducted during June 2024.

Projected Start Date

August 1, 2024, or on another mutually acceptable date.

Additional Information

Interested parties may contact Justin Malan at justin@ccdeh.com for additional information regarding this position.

EEO and ADA Statements

CCDEH, CAEHA and the CUPA Forum are committed to a policy that provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, religion, national origin, ancestry, age, marital status, pregnancy, medical condition including genetic characteristics, physical or mental disability, veteran status, gender identification and expression, sexual orientation, and to make all employment decisions so as to further this principle of equal employment opportunity. To this end, these organizations will not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, ancestry, age, marital status, pregnancy, medical condition including genetic characteristics, physical or mental disability, veteran status, gender identification and expression, sexual orientation, and will take affirmative action to ensure that applicants are offered employment and employees are treated during employment without regard to these characteristics.

CCDEH, CAEHA and the CUPA Forum are committed to providing access and reasonable accommodation in its services, programs, activities and employment for individuals with disabilities.