



THE ASSOCIATION FOR THE STUDY OF PEAK OIL & GAS-USA (ASPO-USA)

EXECUTIVE DIRECTOR

POSITION DESCRIPTION

The Association for the Study of Peak Oil & Gas - USA (ASPO-USA) is a nonprofit organization founded in 2005 to encourage prudent energy management, equitable community transformation, and cooperative initiatives in an era of depleting petroleum resources. Our tools are qualitative analysis based on facts, a preference for independent action, and the confidence we can make a difference. Our methods include a comprehensive program of public education, a positive endorsement of practical solutions, and an honest attempt to encourage competing parties to cooperate for their mutual benefit.

We are united by our concern for the potential cultural, economic and ecological impacts of petroleum depletion. Prudent energy resource management must include conservation and efficiency, ecologically responsible energy production and consumption, and the development of alternative energy resources. Petroleum depletion will inevitably force extensive cultural change. Of particular interest is the development of a constructive response within our state, municipal and county infrastructure, the implementation of a pragmatic federal agenda, and the formation of productive partnerships between private and public organizations.

ASPO-USA maintains a website, publishes daily and weekly electronic newsletters, and has hosted a series of highly acclaimed Peak Oil conferences each year since its inception. The upcoming conference will be in Washington, D.C. from October 7-9. Our annual operating budget is approximately \$250,000.

To date, ASPO's office has been located in Denver, Colorado. However, the Board recently made the strategic decision to have our new Executive Director based in the Washington, D.C. area. For additional information about ASPO-USA, please visit our web site at www.aspousa.org.

POSITION SUMMARY

The Executive Director reports to the ASPO-USA Board of Directors and has overall responsibility for the strategic, programmatic, and management functions of the organization. In addition, the Executive Director serves as a key ambassador for ASPO-USA to the broader community. This includes driving ASPO's fundraising, networking and public relations. The next Executive Director will be expected to build on ASPO's strong foundation, helping to consolidate its gains and increase its impact.

KEY RESPONSIBILITIES

Strategic Planning -- Provide leadership in implementing ASPO's overall mission, goals and strategies. Drive ASPO's planning and strategic positioning. Work with Board to set priorities and identify opportunities for increased impact.

Program Oversight -- Oversee design, implementation and evaluation of ASPO programs. Ensure an ongoing connection between ASPO's planning and its program and service portfolio.

Fundraising - Provide leadership on fundraising activities, including cultivation and stewardship of government, foundation, and corporate donors, and solicitation of major gifts.

Financial Management -- Manage ASPO's annual budgeting process. Ensure sound management of ASPO finances and reporting systems. Produce regular financial statements for the Board.

Board Support and Policy Development -- Manage relationships and communications with the Board. Work with Board on planning and policy development, program design, financial management, fundraising, and public relations. Help plan and schedule Board meetings, develop agendas and background materials, and maintain minutes and related records. Help identify potential new Board members and assist in their recruitment, orientation and ongoing engagement.

Networking, Communications and Public Relations - Provide leadership for ASPO networking, communications and public relations activities. Help raise the profile of ASPO through networking with the media; political, community, nonprofit, and corporate leaders; foundation representatives; and academic and health care institutions. Work with staff and consultants to continue to improve ASPO web site, written and video materials, other communications tools, and public relations strategies.

QUALITIES DESIRED IN EXECUTIVE DIRECTOR

- Minimum five years of business and/or nonprofit leadership and management experience.
- Proven track record of success and impact in prior positions.
- Ability to appreciate the innovative nature and nuances of ASPO and be a passionate and effective advocate for its work.
- Creative and enterprising.
- Solid understanding of nonprofit management and culture.
- Ability to work with people from different backgrounds and perspectives and to utilize those differences to enhance ASPO's mission.
- Experience working with government helpful, but not required.
- Ability to build collaborations/alliances with other organizations and institutions.
- Successful track record in raising funds from foundations, corporations and individuals.
- Strong budgeting and financial management skills.
- Strong communication and facilitation skills.
- Excellent writer/editor.

COMPENSATION

Salary: \$75,000+, depending upon experience. Competitive benefits package.

TO APPLY

Send cover letter and resume to kcomart@comcast.net. For questions, please call Kim Comart at (877) 363-2776 ext.4.