

# NOW HIRING

## MARAMA Executive Director

The Mid-Atlantic Regional Air Management Association, Inc. (MARAMA) is seeking an Executive Director for its regional program supporting local and state air pollution control agencies.

MARAMA is a 501(c)3 not-for-profit voluntary association of ten state and local agencies.

Our mission is to strengthen the capabilities of member agencies and help them work together to reduce air pollution impacts in the region.

We conduct training and technical studies, support the Mid-Atlantic Diesel Collaborative, and work closely with the Ozone Transport Commission, the Mid-Atlantic/Northeast Visibility Union, and the U.S. Environmental Protection Agency.

### Applicant Questions:

Answers should be no more than one page per question, single spaced, 11-point font, one-inch margins.

1. How would your experience help you build the capabilities of MARAMA agencies to implement the Clean Air Act?
2. What is your understanding of the roles of federal, state, and local agencies in implementing the Clean Air Act?
3. What is your management philosophy and experience? Include how you relate to your subordinates, peers, and superiors.
4. Describe your experience with strategic planning and working with others to set priorities.
5. Describe your experience with budgets, procurement, and federal grants.

Full time, salaried position in Baltimore, MD.

**Salary:** Negotiable

**Benefits:** Paid federal holidays, vacation, sick, and personal leave. Health and dental insurance and 401(k) plans available.

**Travel:** Will be expected to attend regional and national meetings involving overnight travel approximately monthly.

### Desired Qualifications:

- Bachelor's degree is required, and master's degree is preferred in studies relevant to the position, such as engineering, public administration, planning, legal studies, project management, or physical, environmental, or biological sciences.
- Able to analyze and synthesize policy-relevant information related to air quality management.
- Extensive knowledge and experience in air quality management, including local, state, and federal regulatory and legal processes, policy, and/or technical areas.
- Substantial experience managing budgets.
- Strong management and leadership skills and experience, including strategic planning, effectively managing staff, and project management and team building.
- Possess strong written and verbal communication skills—a persuasive and passionate communicator with excellent skills in interpersonal relations.
- Able to work effectively in collaboration with diverse groups and multiple perspectives.
- Experience working with teams to identify best practices in air quality improvement and communicating information to senior policy staff.

### Roles and responsibilities of the Executive Director:

- Manage MARAMA's training program, technical projects, diesel emission reduction projects, and regional coordination activities;
- Maintain communication with the MARAMA Board of Directors, staff, member agency personnel and EPA, to identify technical and training needs, set priorities, and develop strategic plans, goals, and projects;
- Prepare grant applications, budgets, and work plans, and ensure grant requirements and conditions are met;
- Manage staff and budgets and maintain policies and procedures in an efficient and professional manner in compliance with requirements for nonprofit organizations.
- Represent MARAMA in various forums, write position statements and make presentations;
- Work with other regional and national organizations to share information and meet common goals;

### How to Apply

Please submit by **JULY 17, 2019:**

- Cover letter
- Resume
- Written responses to the Applicant Questions

Send electronic submission to:

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and

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**MARAMA** Mid-Atlantic Regional Air  
Management Association, Inc.

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