

SD IEA Director Job Description

San Diego Industrial Environmental Association: Director

The San Diego Industrial Environmental Association (IEA) is seeking a Director to fill a recently vacated position. As the IEA Director, you will report to the Executive Committee and Board of the IEA. The Director is responsible for supporting the IEA's efforts to monitor, inform and advance the legislative and regulatory issues associated with the environmental concerns of its membership. The Director will focus on gathering, assessing and communicating legislative and regulatory developments affecting the IEA members. The director will also facilitate the development and implementation of policies and strategies to support the IEA's policy agenda.

About the San Diego Industrial Environmental Association:

The Industrial Environmental Association was formed in 1983 to promote responsible, cost-effective environmental laws and regulations, facilitate environmental compliance among member companies and provide related education activities for the community at large.

The IEA's evolution, however, has included an expanding role as the "voice" for manufacturing and associated companies in San Diego, not only on legislative matters but on a variety of environmental issues that affect the quality of life of businesses in the region. The current membership includes approximately 50 companies representing manufacturing, research and development, and service providers in the San Diego region. The association uses a committee approach to further its agenda and work closely with respective agencies. These include Air, Energy, Water, Sustainability, and HazMat committees.

The IEA urges reliance on scientific and analytical data to evaluate the regulations necessary to achieve public health objectives and protect the environment. Such data must be melded with public policy, in public forums, to determine operating standards for safe chemical use in manufacturing and to educate the public about real versus perceived community risks.

Position Responsibilities:

- Manage the daily business operations of the association.
- Monitor and report on legislative, regulatory & judicial developments impacting the industrial and associate members.
- Develop briefings, updates, articles and other communications for the IEA membership including a regular newsletter.
- Prepare reports, data and other materials regarding emerging policy issues to the committees and greater association to inform policy strategies and planning.
- Engage and educate the Association's members on relevant state and federal regulatory and legal developments.

SD IEA Director Job Description

- Maintain and continuously improve the IEA's website for both public and member information.
- Coordinate executive committee and board meetings.
- Leverage social media to ensure timely and effective communication.
- Assist with the coordination of responses to regulatory and legal issues.
- Oversee the associations' budget including income projections and expenses.
- Oversee rental agreements, insurance, bookkeeping, and tax preparation service providers.
- Organize and lead special events, meetings, and conferences.
- Otherwise support the activities of the IEA, as requested.

Position Skills and Qualifications:

- Bachelors or Masters Degree in a relevant field of study is preferred.
- Registered Lobbyist, current or past.
- A minimum of 5 years' experience in a legislative, public policy, or compliance –related field, preferably in manufacturing, along with an understanding of the legislative and regulatory processes.
- Ability to read, analyze, interpret and summarize proposed and enacted legislation and regulations, as well as legal and administrative rulings and opinions.
- Excellent communication skills, including verbal, written and presentation abilities.
- Ability to understand organizational dynamics and see the relationship between advocacy, communications, and management.
- Ability to prioritize and multi-task while paying attention to detail, meet tight deadlines, and accommodate unscheduled travel.
- Proven ability to coordinate initiatives and/or projects and to deliver creative solutions
- Proficiency with standard business software.
- A high level of self-motivation and professionalism.

Work Environment/Physical Demands

Activities of the Director relate primarily to the San Diego region, however, travel outside of the region for meetings with elected and appointed officials, committees, and other associations is required. The IEA Office is located in downtown San Diego. Ability to travel to Sacramento weekly during peak legislative activity is required.