

Program Director, Northern California Clean Cities

The Program Director will support programmatic operations of the Northern California Clean Cities & Communities Coalition (NorCal Clean Cities) and will be responsible for managing a diverse program portfolio that advances alternative fuel and zero emission vehicle education across government, school, and businesses fleets and community mobility. This person's core responsibility will be to manage three grant/contract projects that have multiple subcontractors and deliverables. The Program Director will also support two part-time co-executive directors with the day-to-day activities of the Coalition and administrative aspects of the Clean Cities program.

This is a hybrid position that will work 2-3 days a week in the downtown Sacramento office and will also have occasional travel to events and meetings throughout Northern California.

This is an 80-100% contract position through October 31, 2026, with an option to extend the contract or transition to a salaried employee.

JOB RESPONSIBILITIES

Key responsibilities include, but are not limited to:

- Manage and execute grant funded projects and contract work including, but not limited to:
 - Track and maintain accurate deliverables, ensuring deadlines are met and potential challenges are identified and resolved early. This includes overall project management, stakeholder engagement, meeting reporting requirements, grant budget tracking, and data collection, as needed.
 - Maintain accurate financial records and documentation required by grantors, contracting agencies, and U.S. DOE.
 - Provide regular structured update reports on program, staff and financial status to the Executive Directors of the NorCal Clean Cities board of directors (President, Vice President, Treasurer/Secretary).
 - Support grant proposals by organizations with compatible goals, when approved by the board, and participate in grants when appropriate and approved by the board.
 - Coordinate the activities of part-time staff, interns, and contract service providers.
- Provide support to the co-executive directors, including:
 - Organizing internal and external meetings, workshops, and related stakeholder sessions.
 - Tracking industry trends, regulations, and opportunities that support the Clean Cities mission.
 - Assisting with relationships with stakeholders, including government agencies, community-based organizations, industry partners, fleets, transportation consultants, utilities and others working in the field.

- Attending industry events to represent NorCal Clean Cities & Communities.
- Identifying topics for social media posts including in newsletters, websites, LinkedIn and similar sites, including writing items for social media output.

REQUIRED QUALIFICATIONS

The ideal candidate will have experience or the equivalent in the following:

- Minimum of 5 years' experience in organizational management.
- Proven experience managing government contracts, budgets, and familiarity with corresponding rules and regulations.
- Strong project management and coordination skills, with the ability to manage multiple project deliverables at varying stages of development and implementation.
- Well-developed organizational and time management skills with a demonstrated ability to manage multiple competing deadlines.
- Excellent oral and written communication skills and demonstrated research and writing experience.
- Comfortable building and maintaining relationships with a diverse set of stakeholders.
- Strong interpersonal skills, good humor, flexibility, and willingness to work as part of a team.
- Strong computer skills, with proficiency in Microsoft Office, Teams, and SharePoint.

DESIRABLE QUALIFICATIONS

- Experience working for a non-profit organization preferably in a managerial capacity.
- Grant management experience (State, Federal, and/or Local) including but not limited to tracking program and subrecipient (subcontractor) deliverables, timelines, and budgets.
- Knowledge of public and private fleets, and clean transportation organizations within the Northern California region.
- Experience in the transportation, fleet, clean vehicle, or clean infrastructure industry.
- Experience working with a Board of Directors.
- Knowledge of current and emerging clean vehicle technologies.