

Executive Director

A statewide leadership opportunity at the intersection of environmental policy, public administration, science, and government relations

LOCATION	COMPENSATION	REPORTS TO
Sacramento, California	Starting at \$180,000; higher DOE	CAPCOA Board of Directors
EMPLOYMENT	WORK ARRANGEMENT	APPLICATION DEADLINE
Full-time, executive position	Sacramento Office	September 25, 2026

About CAPCOA

The California Air Pollution Control Officers Association (CAPCOA) is the statewide association representing the executive officers of California's 35 local air quality agencies. CAPCOA provides a forum where independently governed air districts share expertise, coordinate on issues of statewide importance, develop common policy positions, and strengthen the effectiveness of California's local air quality programs.

CAPCOA works closely with the California Air Resources Board, CalEPA, the U.S. Environmental Protection Agency, the California Legislature, and other governmental and external stakeholders. It also administers shared grants and contractual programs, supports technical collaboration and training, develops statewide resources, and helps its members respond to emerging regulatory, legislative, funding, and public-health challenges.

CAPCOA's small professional staff supports a broad and influential statewide network. The organization's effectiveness depends on trusted relationships, strong financial and grant stewardship, credible technical and policy work, and the ability to build consensus among districts of different sizes, regions, resources, and regulatory circumstances.

The Leadership Opportunity

CAPCOA seeks a collaborative and politically experienced and astute Executive Director to lead the organization's next chapter and ensure that California's local air districts continue to have an effective, credible, and coordinated statewide voice.

The Executive Director serves as CAPCOA's chief executive and is responsible for strategic leadership, Board and member engagement, policy development and advocacy, government relations, financial and grant oversight, organizational administration, and staff leadership. The position requires an executive who can operate independently while remaining closely accountable to the Board and responsive to the membership.

This is both a strategic and hands-on role. The successful candidate will be able to advise senior public officials on complex air quality issues, facilitate agreement among diverse member agencies, effectively represent CAPCOA in high-level policy settings, and ensure that the daily work of a small association—including budgets, grants, contracts, meetings, communications, and personnel—is managed with discipline and care.

Position and Reporting Relationship

The Executive Director reports to a 14-member Board of Directors composed of air pollution control officers from throughout California and works closely with the Board President and Executive Committee. The Executive Director exercises substantial independence within Board-approved policies, organizational bylaws, adopted policy positions, and the annual work plan.

The Executive Director supervises CAPCOA staff, provides direction to consultants and contractors, coordinates with CAPCOA's Chief Financial Officer and accounting providers, and supports committees and workgroups composed largely of personnel from member air districts.

Initial Leadership Priorities

- Maintain organizational continuity and member confidence during the leadership transition.
- Strengthen engagement and trust across large, medium, small, urban, and rural air districts.
- Ensure disciplined oversight of CAPCOA's finances, grants, contracts, audits, and pass-through funding.
- Improve CAPCOA's ability to anticipate, prioritize, and respond to legislative, regulatory, funding, and program developments.
- Evaluate staffing, administrative systems, communications, member services, and consultant support to ensure they align with the organization's priorities.
- Work with the Board and membership to define CAPCOA's strategic direction and annual work plan for the next phase of statewide leadership.

Key Responsibilities

Strategic Leadership and Policy

- Advise the Board and membership on emerging federal, state, and local air quality issues, including their practical, legal, financial, and operational implications for local air districts.
- Lead development and implementation of CAPCOA's strategic priorities, annual work plan, and Board-directed initiatives.
- Coordinate development of timely, technically credible policy positions that accurately reflect Board and membership direction.
- Recommend the appropriate CAPCOA committee, workgroup, member representative, consultant, or staff resource to evaluate and respond to priority issues.
- Identify organizational risks, emerging opportunities, and issues requiring coordinated statewide action.

Board and Member Leadership

- Build trusted relationships with air pollution control officers and staff from all 35 member agencies.
- Support effective Board and Executive Committee decision-making through clear analysis, practical recommendations, accurate records, and reliable follow-through.
- Facilitate consensus when member agencies have differing priorities, circumstances, or policy perspectives while preserving the value of local flexibility.
- Plan and support Board meetings, membership meetings, retreats, conferences, committees, workgroups, and other Board-directed activities.
- Respond to member inquiries and connect districts with relevant information, expertise, resources, and peer support.
- Ensure that CAPCOA remains responsive to districts of varying size, geography, staffing, and technical capacity.

Government, Legislative, and External Affairs

- Serve as CAPCOA's principal liaison with CARB, CalEPA, the U.S. EPA, the Legislature, and other governmental partners.
- Direct and implement legislative and regulatory advocacy consistent with positions approved by the Board and membership.
- Represent CAPCOA and elevate its policy positions in public meetings, hearings, conferences, stakeholder processes, and high-level policy forums.
- Prepare or oversee clear, timely written comments, policy statements, testimony, correspondence, presentations, newsletters, and other communications.

- Develop constructive relationships with industry, environmental, community, tribal, public-interest, academic, and professional organizations as appropriate to CAPCOA’s mission.
- Communicate complex technical and policy matters in a manner that is accurate, accessible, and responsive to the intended audience.

Financial, Grant, and Contract Stewardship

- Oversee preparation and implementation of CAPCOA’s annual budget and long-term financial planning.
- Ensure accurate and timely financial reporting, internal controls, accounts payable and receivable, audits, tax filings, and compliance with applicable requirements.
- Coordinate closely with CAPCOA’s Chief Financial Officer, accounting providers, auditors, legal counsel, and other professional advisors.
- Secure, administer, track, and report on grants received by CAPCOA, including funds passed through to member districts or other recipients.
- Ensure compliance with grant conditions, federal and state requirements, contracts, procurement expectations, and restrictions on public funds.
- Advise the Board on organizational sustainability and the budgetary implications of changes in grant funding, member dues, program responsibilities, and operating costs.
- Oversee contractual projects performed by or on behalf of CAPCOA and ensure that deliverables, schedules, budgets, and responsibilities are clearly managed.

Organizational and Staff Leadership

- Lead, supervise, support, and develop CAPCOA staff; establish clear responsibilities, priorities, and performance expectations.
- Maintain an organizational culture grounded in professionalism, service, collaboration, accountability, and respect.
- Direct consultants, contractors, temporary staff, and service providers and ensure their work advances Board-approved priorities.
- Oversee the administration of CAPCOA’s office, records, technology, website, communications, conferences, and member services.
- Develop and maintain effective policies, procedures, succession practices, and administrative systems appropriate for a small statewide association.
- Perform other executive responsibilities and Board-directed assignments necessary to advance CAPCOA’s mission.

Candidate Profile

The successful candidate will be a seasoned and collaborative executive who can build credibility with senior public officials and trust among independently governed member agencies. The candidate will combine strategic judgment with a willingness to remain engaged in the practical work of a small organization. They will be an exceptional communicator, disciplined financial steward, skilled facilitator, and thoughtful relationship builder capable of navigating complex and sometimes sensitive public-policy issues.

The ideal candidate will listen carefully, identify what has not yet been addressed, and bring options and recommendations to the Board before issues become urgent. They will respect the expertise and autonomy of individual districts while recognizing where statewide consistency, shared resources, or a unified voice will benefit the membership.

Required Qualifications

- Bachelor’s degree from an accredited college or university, or an equivalent combination of education and substantial executive-level experience.
- Senior leadership experience in a public agency, nonprofit or professional association, regulatory organization, coalition, or similarly complex institution.

- Demonstrated experience working effectively with a governing board, executive committee, elected officials, or comparable senior decision-makers.
- Experience overseeing organizational budgets, financial reporting, grants, contracts, audits, and administrative operations.
- Experience developing and advocating policy positions, advising decision-makers, and representing an organization before governmental agencies or external stakeholders.
- Demonstrated ability to build consensus, manage competing priorities, and maintain productive relationships among organizations or individuals with differing interests.
- Exceptional written, verbal, presentation, facilitation, and interpersonal communication skills.
- Ability and willingness to travel regularly within California and occasionally outside the state.

Preferred Qualifications

- Experience with air quality, environmental, public-health, energy, transportation, climate, land-use, wildfire, natural-resource, or related public policy.
- Knowledge of California's legislative, budget, and regulatory processes and the respective roles of local, state, and federal agencies.
- Experience leading a membership association, intergovernmental organization, statewide coalition, or organization that relies heavily on member participation.
- Experience administering government grants or pass-through funding subject to federal or state compliance requirements.
- Graduate degree in public administration, business administration, environmental policy, engineering, law, air pollution management, or a related field.

Compensation and Benefits

The starting salary is \$180,000 annually. Higher compensation may be offered depending on the selected candidate's qualifications and experience, within the compensation range approved by the CAPCOA Board of Directors.

CAPCOA offers the following paid leave and employer-supported benefits:

- **Sick leave:** 10 paid sick days accrued each year.
- **Holidays:** 12 paid holidays per year.
- **Vacation:** 15 paid vacation days per year through the fifth year of service; 20 paid vacation days per year beginning in the sixth year of service.
- **Health insurance:** A \$750 monthly stipend is provided toward health insurance premiums.
- **State Disability Insurance:** Employee-paid.
- **Workers' compensation:** CAPCOA-paid coverage.
- **Voting leave:** Time off for voting.

Location, Work Arrangement, and Travel

The position is based in CAPCOA's Sacramento, California office. The Executive Director must be available for regular in-person meetings with the Board, member districts, state agencies, legislators, staff, and external partners. Travel throughout California is an essential part of the position, with occasional out-of-state travel anticipated.

How to Apply

By Mail: Mojave Desert Air Quality Management District, 14306 Park Ave., Victorville, CA 92392

Via Email by: Robyn Simpson, Human Resources Manager: Rsimpson@mdaqmd.ca.gov or Payton Swift, Human Resource Specialist: pswift@mdaqmd.ca.gov

To be considered, candidates should submit the following materials by close of business 09/25/2026:

- A resume showing beginning and ending dates, including years and months, for relevant positions.
- A cover letter explaining the candidate's interest in CAPCOA and how their experience has prepared them to lead a statewide, member-driven policy and program organization.

Professional references will be requested from finalists. Candidates should not submit references with the initial application unless specifically requested.

Application materials will be reviewed based on the qualifications and criteria described in this notice. The Mojave Desert Air Quality Management District will administer the initial recruitment and screening process on CAPCOA's behalf and will report the results to CAPCOA. The CAPCOA Board will determine which candidates advance to interviews and will make the final selection.

The anticipated process may include preliminary screening, one or more panel interviews, final interviews with the CAPCOA Board or a Board-appointed committee, reference and background review, and negotiation of an employment agreement.

Additional Information

For additional information regarding the position, contact: Robyn Simpson at Rsimpson@mdaqmd.ca.gov