



Introduction:

The Virginia Energy Efficiency Council’s members include the leading energy efficiency organizations and firms based or doing energy efficiency business in Virginia. Members include energy service companies, electricity and natural gas utilities, engineering firms, nongovernmental organizations, universities, contractors, consultants, software companies, and energy efficiency program implementers. Together we are expanding the breadth and depth of our industry by supporting energy efficiency as a resource available to meet Virginia’s energy needs.

Our Vision:

Energy efficiency is a widely implemented resource providing cost effective solutions for Virginia.

Our Mission:

The Virginia Energy Efficiency Council seeks to assess and support programs, innovation, best practices and policies which grow implementation of energy efficiency in Virginia and provide a forum for stakeholder interaction.

The purpose of the Virginia Energy Efficiency Council is to:

- Engage stakeholders to identify barriers and opportunities to energy efficiency as a resource in Virginia
- Develop a strong, fact-based and balanced voice before local, state and national policymakers and regulators
- Inform our members of events, legislation and regulation at the local, state and national level that affects implementation of energy efficiency in Virginia
- Provide networking, outreach, and business services for our state’s energy efficiency stakeholders and the public at large.

The Executive Director (ED) of the VAEEC will work with our members and stakeholders to grow the organization and fulfill our mission. The ED will do so effectively by working in a mutually supportive manner with the Governance Board. The ED will deploy staff, consultants, and vendors in response to recruitment, funding, and outreach opportunities; work with the Board to develop specific strategies for growing the amount of energy efficiency implemented in Virginia, develop specific strategies for growing the organization; help manage committees; and keep the Board abreast of relevant policy or regulation being explored or enacted at the state or federal level.

Education:

Bachelors Degree required, advanced degree preferred.

Work Experience:

5-10 years progressive professional experience, including senior management responsibilities; Reports to the VAEEC Board of Directors (BoD).

Primary Skills:

- Demonstrated leadership experience professionally and in community/volunteer organizations. Ability to promote a vision, manage a complex organization, and drive its growth
- Successful fundraising experience that may be tied to membership, sales, grant proposals, etc.
- Proven ability to network, work independently, and meet timelines and targets
- Highly organized and good public speaker with experience planning & leading public meetings/events
- Intermediate to advanced understanding of energy policy issues and energy technologies including weatherization, energy performance contracts, utility business models and regulation, and the societal benefits of energy efficiency
- Drive, determination, and entrepreneurial spirit to work in a “start-up” environment
- Non-profit experience useful but not required

Job Responsibilities:

- Report to the VAEEC Board of Directors (BoD). Keep them informed. Manage the organization within budget, adhere to policies, and execute plans approved by the BoD
- Prepare annual Marketing and Operating Plans in collaboration with the BoD, affinity groups, and other informed advisors; obtain BoD approval; modify as necessary based on experience
- Oversee member and community relations, accounting, and marketing
- Manage VAEEC contracts and subcontracts
- Work with Treasurer to develop and manage budget for the organization, oversee financial transactions, ensure records and audit trails are in order
- Responsible for strategizing and managing all grant-writing and written applications for foundation, utility, state, City, County and federal grants/contracts
- Responsible for establishing contractual relationships with appropriate service partners, including oversight of contract preparation and contract implementation
- Maintain mutually-supportive relationships with staff and elected officials, utility companies, regulators, and other public entities important to the organization
- Serve as the main public representative of the organization, which includes interacting with the media, giving presentations, attending critical community events, and participating in appropriate professional activities in order to inform the public concerning the VAEEC’s mission, program’s and resources
- On a continuing basis engage new, various sector clients in VAEEC’s programs and activities.

Position location is in Virginia; Richmond is preferred.

Part-time salary commensurate with qualifications of successful applicant. Our goal is to grow the E.D. to a full-time with successful fundraising. VAEEC is an Equal Opportunity Employer.

All qualified candidates may apply by sending a cover letter and resume to Stephen Walz, Governance Board Chair, VAEEC, at steve.walz@verizon.net.

Closing Date for resumes is December 9, 2013.

www.vaeec.org