

**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 Virginia Energy Efficiency Council seeks 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.

**General Description**

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 and in response to recruitment, funding, and outreach opportunities. The ED will lead the effort to develop and implement a strategic plan for the Council, manage committees, and generally seek to positively influence relevant policy or regulation being explored or enacted at the state or federal level.

This is a leadership position that requires initiative and a passion for the mission. While it requires the inevitable event management and organizational skills

**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 and manage the organization within budget, adhere to policies, and execute plans approved by the BoD
- Work with Board to develop and implement a 1 and 3 year strategic plan
- Work with Treasurer to develop and manage budget for the organization, oversee financial transactions, ensure records and audit trails are in order
- Raise funding to expand position to full-time by Q1 2016 through a combination of grants, sponsorship, and membership dues:
  - Identify and manage grant-writing and written applications for foundation, utility, state, City, County and federal grants/contracts
  - Recruit sponsors for VAEEC’s twice yearly member meetings
  - Retain past members and recruit new ones
- Prepare annual Marketing and Operating Plans in collaboration with the BoD, affinity groups, and other informed advisors
- Oversee member and community relations, as well as coordination with other NGOs on mutual goals
- Manage any VAEEC contracts and subcontracts
- Maintain mutually-supportive relationships with the Board, 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, state and local electeds, the SCC, DMME, and the DEQ
- Give presentations, attend critical community events, and participate 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

- Oversee communications for the Council, including updating the website and our LinkedIn profile, and sending out newsletters
- Handle other administrative duties, such as our managing yearly tax return

Position location is in Virginia; Richmond is preferred.

This is a 30 hr/week position whose salary is commensurate with qualifications of successful applicant. Our goal is to grow the E.D. to a full-time position in the near term through successful fundraising. VAEEC is an Equal Opportunity Employer.

All qualified candidates may apply by sending a cover letter and resume to David Steiner, Governance Board Vice-Chair, VAEEC, at [dpsteiner@gmail.com](mailto:dpsteiner@gmail.com).

Closing Date for resumes is August 31, 2015.

[www.vaeec.org](http://www.vaeec.org)