



# Executive Director

Full Time | Hybrid

## Job Summary

The Virginia Energy Efficiency Council (VAEEC) is seeking a strategic, thoughtful, emotionally intelligent, and inspiring leader who can advance its mission to strengthen energy efficiency across the Commonwealth and guide the organization through a transition to its next phase of stability and growth. VAEEC is looking for a leader who can bring steady organizational management, staff development, financial stewardship, and clear direction to a small and committed team. The Executive Director will report directly to the Board of Directors, manage an average annual operating budget of approximately \$350K, and supervise up to 3 full-time employees.

The Executive Director will be responsible for carrying out VAEEC's strategic plan by advancing policy priorities, supporting membership committee-led work, delivering biannual member convenings, growing membership, and strengthening funding through grants and partnerships. To advance policy priorities, VAEEC is looking for a professional who can represent the organization with credibility in legislative and regulatory venues, including stakeholder workgroups, in legislative coordination and development efforts, in Virginia State Corporation Commission (SCC) proceedings, and with state agencies.

The ideal candidate will bring strong relationship-building skills, experience navigating public policy, organizational financial management and operations, and demonstrated understanding of energy efficiency issues in Virginia. Moreover, the ideal candidate will be someone who values collaboration, can maintain a positive internal organizational culture, and is prepared to work closely with the Board of Directors, members, state partners, utilities, local governments, and the wider energy efficiency and clean energy community.

This position is based in Virginia, with a preference for location in or around Richmond, VA. The position is eligible for a hybrid work environment. Periodic travel to other regions of the Commonwealth will be required.

# Your Primary Responsibilities

The Executive Director's primary responsibilities will include:

- Guide development and lead implementation of VAEEC's Strategic Plan to advance the organization's established objectives and outcomes in partnership with staff, the Board of Directors, and stakeholders.
- Ensure VAEEC's financial health through financing planning, budgeting, operational excellence, and reporting for an approximately \$350K annual operating budget.
- Seek out and write grant funding proposals and perform other financial development activities.
- Recruit and grow a diverse VAEEC membership; cultivate and maintain positive relationships with VAEEC members.
- Cultivate and maintain positive and collaborative relationships with key stakeholders and partners, including state agencies, utility companies, local governments, and other public, private and nonprofit entities.
- Strategically advance VAEEC's energy efficiency policy and regulatory priorities, including supporting legislative priorities and engaging in relevant Virginia State Corporation Commission (SCC) proceedings.
- Represent VAEEC through active involvement in state agency and related stakeholder processes, stakeholder organizations, meetings and events, at conferences, and in media interviews and external communications.
- Develop and execute VAEEC's operations, marketing and outreach plans, systems for program and grant reporting, and biannual member events and special programs.
- Manage and facilitate VAEEC's member committees: Finance, Education and Events, Membership, Policy and Programs, Technology, and Workforce.
- Support the Board of Directors meeting delivery, financial and program reporting, cultivation and training of new board members, ensuring compliance with bylaws and policies, and in organizational strategic planning.
- Cultivate VAEEC's values within the organization and set a professional, healthy, and positive tone.
- Recruit, manage and coach VAEEC staff to ensure individual excellence in the performance of their assigned responsibilities and collective excellence in contribution to success of the organization; integrate volunteers and interns in an effective manner.

# What You Should Bring

We are seeking candidates who meet the following minimum qualifications:

- A bachelor's degree from an accredited 4-year college or university, or equivalent work experience.
- At least five (5) years of progressive organizational leadership experience, including senior management and strategic plan implementation responsibilities in non-profit or for-profit organizations.
- Experience in non-profit operations and program management.
- Proficiency and demonstrated history in non-profit financial management, grant management, and reporting.
- Demonstrated experience in providing staff leadership, support, conflict management, and guidance to a small team to foster an inclusive and productive work environment as well as staff professional development.
- Demonstrated experience with local/state/federal government energy efficiency programs, utility energy efficiency programs, energy efficiency policy and regulation, energy efficiency technologies, building energy codes, energy efficiency workforce development, and related topics.
- Excellent oral and written communication, and public engagement skills.
- Residence in Virginia or willingness to relocate to Virginia.
- Valid driver's license and ability to travel within Virginia.

# Preferred Qualifications

A candidate who demonstrates many of the following qualifications is preferred:

- Ten (10) years of progressive organizational leadership experience, including executive management experience or responsibilities in a non-profit, membership-based, or energy trade organization.
- Strong understanding and demonstrated history in non-profit financial management, grant management, reporting, and a track record of successful fundraising.
- Demonstrated experience in cultivating strong Board of Directors relationships and a familiarity with facilitating Board governance.
- Proven ability and experience in navigating and leading through organizational change, including transition, stabilization, or growth periods.
- Demonstrated experience as a compassionate, inclusive, and inspirational leader with high emotional intelligence who has a track record of creating a positive environment of collaborative decision-making.
- Experience working or leveraging existing professional relationships with state legislators, state agencies, utility companies, local governments, and other public, private and nonprofit entities.
- Experience building partnership relationships across sectors.
- Knowledge of Virginia's energy (and related) policy environment.
- Experience preparing, coordinating, or delivering input for regulatory proceedings or legislative processes.
- Expertise in related issues, including clean energy, housing, project finance, public health, etc.
- Experience developing and producing membership events, workshops, webinars, or related events.
- Experience in developing and executing outreach, marketing, or stakeholder communications strategies.
- Experience serving as an organizational representative in public forums, conferences, or media settings.
- Experience with strategic planning processes.
- Understanding of organizational risk management issues.
- Residence in or around Richmond, VA or ability to regularly travel to Richmond, VA.

While no one person may possess all these preferred qualifications, VAEEC encourages candidates to apply who may bring many of these qualities or experiences to the organization.

# Salary and Benefits

The salary range for this full-time position is \$75,000 - \$95,000 with the following benefits:

- Twenty (20) days Paid Time Off (PTO)
- Eleven paid holidays
- Retirement benefits
- Hybrid work environment

Due to VAEEC's size, the organization does not currently offer health, dental, or related insurance.

# Application Process

To apply, qualified candidates should submit their resume, a cover letter, and a minimum three (3) professional references to: [jobs@vaeec.org](mailto:jobs@vaeec.org) with the Subject line as "VAEEC Executive Director Application". Applications submitted via other methods (another VAEEC email, LinkedIn, etc) will not be considered.

The position will close on Friday December 19, 2025 at 11:59 PM Eastern Time.

# About VAEEC

Founded in 2012, the Virginia Energy Efficiency Council (VAEEC) is a 501c3 organization whose mission is to advance energy efficiency throughout the Commonwealth. We engage our members to identify barriers to and opportunities for energy efficiency advancement and to develop a strong, fact-based, and balanced industry voice before local, state, and national policymakers and regulators. Our diverse group members include Fortune 500 companies, nonprofits, local governments, state agencies, and more, whose vision is for energy efficiency to be an integral part of Virginia's clean energy economy. For more information about the VAEEC, visit our website [www.vaeec.org](http://www.vaeec.org).

*Virginia Energy Efficiency Council is an equal opportunity employer. All candidates are considered equally regardless of age, race, gender, sexual orientation, national origin, disability, or other non-merit factors. We strive to create an inclusive and equitable workplace.*