



## Executive Director

Reports to: Board of Directors

FLSA Status: Exempt

### SUMMARY:

This entrepreneurial position provides core leadership for Co-op Power to create a more sustainable and just future in the communities served by the Community Energy Cooperatives in our growing network. Analyzes opportunities, resources, challenges, owner-member and community needs on an ongoing basis. Formulates key questions to be addressed by owner-members, the board, organizing councils, staff and volunteers. Makes decisions within existing board and owner-member policies. Supports development of Community Energy Co-ops and of initiatives outlined in the strategic plan. Consults with and reports to the Board.

### DUTIES:

Manages and directs the organization toward its primary objectives, based on maximizing benefit to member-owners, community-based businesses, communities, vendors, and employees by performing the following duties personally or through supervision of department managers.

- Facilitates Co-op Power's strategic planning process every three years to determine where we are, where we want to go, and how we want to get there.
- Management of Community Solar Project Development - reaching out to community groups across the Northeast to identify and recruit new projects for our pipeline, working with community groups and consultants to complete pre-development activities, financing projects in partnership with People's Solar Energy Fund, and providing asset management and solar subscription project management for ongoing projects.
- Hosts a participatory decision making process amongst all stakeholders to establish short and long range goals, strategies, plans and policies, subject to approval by the Board of Directors.
- Supports the development of a strong Management Team with succession plans for all key managers in Co-op Power.
- Translates the Strategic Plan annually into a Board-Adopted Business Plan and a Staff-Adopted Action Plan. Hires and oversees managers to implement the Staff-Adopted Action Plan designed to implement the Board-Adopted Business Plan.
- Supports development of initiatives outlined in the Strategic Plan with core infrastructure staff in the common office and CEC program staff in participating CEC's.
- Supports ongoing Community Energy Co-op development, providing support for ongoing governance/shared decision-making.
- Secures grant funds, investment, loans, and revenues required to implement the Co-op Power business plan.
- Reviews activity reports and financial statements to determine progress and status in attaining objectives and revises objectives and plans in accordance with current conditions.
- Evaluates performance of Managers for compliance with established Co-op Power policies and objectives and provides support for attaining objectives.
- Plans and develops cooperative, labor, and public relations policies to improve Co-op Power's performance and to build its relations with member-owners, customers, employees, investors, and the public.
- Plans, coordinates, and controls the daily operation of the organization.
- Establishes and maintains an effective system of communications throughout the organization.
- Represents Co-op Power with owner-members, customers, community leaders, investors, vendors, partner organizations, the financial community, and the public.

### SUPERVISORY RESPONSIBILITIES

2-6 full-time staff

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- BA required; a masters degree in a related field preferred.
- 5 years management experience required; Participatory Management style required; Cooperative Management experience preferred.
- Experience with solar energy project development or finance preferred.
- Demonstrated ability to create a high performing team required.
- Familiarity with climate change, peak oil, environmental justice, zero waste, energy efficiency, renewable energy technology and policy required; related work experience preferred.
- Business development experience required; Community-based business development preferred; Community-based finance experience preferred.
- Fundraising experience required; Experience with community capital preferred.
- Community organizing, communications, public relations, or membership development preferred.

## **LANGUAGE SKILLS**

Fluent English written and oral language skills required; Fluency in Spanish and other languages preferred.

## **MANAGEMENT AND ANALYTICAL SKILLS**

Strong mathematical and financial skills are required.

Strong organizational and program management skills are required.

## **REASONING ABILITY**

Excellent verbal and mathematical reasoning required.