

ENERGY ACTION NETWORK (EAN) DIRECTOR POSITION

Organizational Mission and History

Energy Action Network (EAN) is an independent statewide nonprofit corporation committed to the mission of meeting 80% of Vermont's 2030 energy needs from renewable sources and efficiency. EAN is a collaborative network comprised of over 40 leaders from the private, nonprofit and public sectors with direct knowledge of and responsibility for energy planning, production, acquisition, distribution, financing, use, and efficiency. Over the past two years, the network has collaborated on the development of a comprehensive systems map for the energy sector in Vermont. The map has been used to identify four specific leverage areas in the system and work groups have been formed to develop and implement specific projects within these leverage areas. These areas are innovation and technology, capital mobilization, public education, and the legal and regulatory environment. EAN is at the point of initiating implementation of its first projects. Project implementation will be carried out by collaborative teams, primarily composed of individuals and organizations that participated in the system mapping process.

Position Description

EAN's Director will lead an innovative effort to transition Vermont to meeting 80% of its 2030 energy needs through renewable sources and efficiency. The work will be done by utilizing a systems approach to change and fostering collaboration among diverse interest groups. There is no road map for this job. It requires collaborating with and coordinating the efforts of organizational leaders with an already committed, busy schedule.

The Director sets the strategic direction for the organization in collaboration with the governing Board, has primary responsibility for fundraising and budgeting, and acts as the network's spokesperson. Rather than administer its own programs, EAN serves as a convener, connector, communicator, and coordinator to support organizations, agencies, businesses and the people of Vermont to embrace a role of national leadership in the areas of energy policy and practices. The Director is the public face of this effort, assuming at various times the roles of entrepreneur, teacher, public speaker, bridge-builder, and facilitator. With the support of the governing Board, the Director is responsible for the long-term stewardship of EAN's mission. The Director will take active responsibility for securing long-term financial resources, beyond current start-up funding, and working with the Board to ensure EAN's ongoing future operations.

The Director is responsible for ensuring that all work undertaken in the name of EAN is in alignment with the corporate mission, the agreed upon systems leverage points, the direction of the Board, and the relevant working groups. The Director ensures effective communication among and between Network resources/services and the various working groups and committees.

The Director's general responsibilities include:

- Serve as the lead contact for EAN with responsibility to respond to or direct inquiries to the correct person/organization;
- Provide ongoing and specific strategic, logistical, and operational guidance for the optimal functioning of the Network as a whole and its component parts;
- Collaborate with the Board in meeting all corporate responsibilities including securing and managing financial resources needed for the operation of the Network;
- Assist the Board and take leadership in maintaining the systems approach to achieving the organization's mission;
- Collaborate with the Network's component parts to secure the resources necessary to successfully carry out Network initiatives; and,
- Hire, direct, supervise, and evaluate paid or intern staff working for the Network.

The Director will report to the EAN Board of Directors and will:

- Establish the yearly work plan for EAN and facilitate its implementation;
- Assist in the recruitment, orientation and engagement of members of EAN's Board of Directors and officers;
- Work with Board officers to develop, schedule, record and follow-up on regular meeting agendas and decisions;
- Develop and manage the annual operational budget and oversee financial recordkeeping and reporting functions;
- Collaborate with the Board to conduct fundraising for the EAN operational budget including developing and maintaining strategic funding relationships, writing grant proposals, facilitating direct asks, and preparing and filing all required financial and programmatic reports;
- Originate and finalize all contracts and secure appropriate execution;
- Draft, propose, implement and monitor compliance with organizational and operational policies and procedures;
- Assess EAN's operations, programs, and initiatives and advise the Board on emergent issues that need to be resolved.

In support for EAN's leverage point working groups and project implementation teams:

- Ensure that ongoing support is effectively provided and that information is flowing within and between working groups and implementation teams;
- Develop and implement program measurement systems, monitor the functions and progress of the working groups and teams, and facilitate improved functioning when necessary;
- Ensure that Network resources/services are adequately addressing the needs of the working groups and the network at large; and,
- Assist the working groups and implementation teams to identify and secure the financial resources and professional expertise needed to advance their work.

In support for the Network as a whole the Director will:

- Organize and execute regular Network meetings to inform participants of progress, share learning, identify emerging issues and opportunities, and continually update evolving priorities;
- Manage internal Network communications to ensure that EAN participants remain informed and connected to the work of the Network;
- Develop organizational communications strategy and maintain connections with external media in order to communicate the work of EAN and the role to be played by the general public in achieving the mission; and,
- Maintain the Network's web presence and explore and implement appropriate and effective use of social media.

Experience and Characteristics

- Strong personal commitment to the mission, vision, and goals of EAN;
- Knowledge of systems-based theories of change;
- Leadership skills that match the EAN challenge and opportunity including excellent "people skills", advanced written and verbal communication skills, demonstrated quantitative and analytical skills, and the ability to help a diverse group come to decisions and implement actions;
- Strategic thinking and outcome-oriented planning capabilities, with a demonstrated ability to produce systems change and innovative results;
- Demonstrated experience securing funding from a variety of funding sources;

- A minimum of an undergraduate degree and a minimum of five to seven years of leadership/management experience, preferably including aspects of facilitation, staff supervision, budget management, and communications; and,
- Knowledge and experience working in the energy sector and with Vermont's economic and political culture.

How to Apply

Submit a resume and cover letter outlining your specific interest in the work of EAN, what you would bring to this important collaborative effort, and your salary requirements to jberman@energyactionnow.org by Friday, December 2.

ENERGY ACTION NETWORK

Energy Action Network (EAN) is a network of citizens— representing business, government and not-for-profit interests—who are committed to helping Vermont reach the goal of 80% renewable energy by 2030. EAN has been working over the past two years to reach a systemic understanding of Vermont's energy system and to develop a limited number of coordinated strategies that can provide the greatest leverage to move the state rapidly towards this goal.

Background

In 2009, a group of diverse energy stakeholders came together with a fresh resolve for change and an action-oriented focus to build Vermont's green economy and attack climate change on a statewide level. To that end, participants engaged Growing Edge Partners, skilled systems consultants, to guide a core group of Vermonters through a first-of-its kind systems analysis of Vermont's energy landscape. This process helped to bridge deeply held differences, nurture cooperation and understanding among widely disparate groups, and led to agreement on a bold and ambitious goal for Vermont – *Vermont must be powered by 80% renewable energy by 2030*. With this vision as the focus, the group agreed upon four high leverage areas around which goals, strategies and action can be built. These areas are:

- **Learning and Engagement.** Providing clear information about true energy costs for decision-makers and consumers and encourage new behavior through education, marketing, branding campaigns.
- **Capital Mobilization.** Mobilize capital on a large scale to produce private and public partnerships with sufficient capital in each energy sector and with stable, competitive ROI and guarantees that mitigate obstacles and risks for investors.
- **Technological Innovation.** Demonstrate, implement and make available to the public and consumers new energy technologies that leverage a shift to renewable energy and efficiency in each sector. Strengthen Vermont's existing competencies in energy technology that are unique to its location and exportable.
- **Regulatory and Permitting.** Develop simpler, consistent, regulatory policies that support energy sector development of new energy sources (including efficiency) and faster, more effective permitting for new energy projects.

In the spring of 2011, EAN convened groups to develop strategies related to each of the high leverage areas. These meetings resulted in the development of a strategic implementation plan that will guide our work for the next several years. EAN is now providing coordination, meeting convening, and communication support for the leverage point groups and strategy teams as they begin their work on specific projects.

In addition, EAN is in the process of developing an appropriate network structure to support ongoing communication between the diverse EAN participants and work in the four leverage point groups. The network structure will hold the long-term vision of EAN and will support the emergence of new collaborative opportunities between the business, government and non-profit sectors.