

Executive Director, Southeast Energy Efficiency Alliance (SEEA)

The mission of the Southeast Energy Efficiency Alliance (SEEA) is to be a unified voice for energy efficiency through research, education, policy, communication, and the deployment of programs that promote energy efficiency for a cleaner environment, a more prosperous economy, and a higher quality of life in the Southeastern region of the United States. The not-for-profit organization is based in Atlanta and serves Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, West Virginia, Virginia, and the U.S. Virgin Islands. SEEA currently has an operations budget of over \$3M and a staff of 14 employees.

SEEA is seeking an Executive Director to be located in its Atlanta, GA office. The Executive Director will serve to implement the strategic goals and objectives of the organization; with the Board Chair and Alliance to Save Energy, enable the Board to fulfill its governance function; and to give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives. The responsibilities for this position include, but are not limited to:

- Ensure that the organization and its mission, programs, policies, products and services are consistently presented in a strong and positive image to relevant stakeholders;
- Oversee the design, marketing, promotion and delivery of quality programs, initiatives, products and services;
- Develop and submit an annual budget for Board approval and prudently manage the organization's resources within those budget guidelines according to all applicable laws and regulations;
- Lead the planning and implementation process to include identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation;
- Effectively manage the staff of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations;
- Raise funds to support the organization; and
- Support the operations and administration of the Board by advising and informing Board members, Board Committees, and interfacing between Board and staff.

1. Business and Operational Leadership

- Develop and oversee the implementation of a full range of operational policies and processes to ensure that SEEA conducts all aspects of its business in accordance with industry best practices;
- Participate in the negotiations and lead in the due diligence and execution of RFPs, contracts, and other formal and informal agreements, ensuring compliance with policies and best practices;
- Ensure that SEEA reporting for financials, proposals or other purposes is completed in a timely and accurate manner and is in full compliance with all requirements.

2. Management of Personnel and Shared Services

- Supervise the direct staff reports;
- Ensure that all human resource documentation and policies are in place and effectively administered;
- Conduct regular personnel reviews involving quality of work performed, progress towards meeting stated objectives, and future growth / goals.

3. Strategic and Development Support

- Participate in strategic planning;
- Regularly benchmark against and report progress towards strategic objectives for the organization;
- As part of the planning process, provide a lead role in supporting the project teams in developing annual operational goals that ensure consistency with SEEA's mission, current and emerging state energy use patterns, and research and information needs across the Southeast;
- Support the design, implementation and management of proposal development and related fundraising activities. Lead in all donor documentation, reporting, and tracking; and,
- Develop strategies and research to identify, prioritize, cultivate, solicit, recognize and steward new donors and prospects.

KEY ATTRIBUTES

To be successful in the position, a considerable degree of independent initiative will be required along with the ability to quickly acquire new information, to work effectively with team members from SEEA and other organizations, and to express complex ideas in a clear and compelling manner. SEEA is seeking a candidate with the following attributes:

- Personal maturity and demonstrated leadership qualities;
- Exceptional interpersonal skills;
- Exceptional communication skills, both written and verbal;
- Demonstrated management experience in finance and operations;
- Demonstrated ability to lead and to work collegially as a member of a team;
- Experience and interest in energy efficiency and general knowledge of the industry;
- Ability to work well with a diverse group of stakeholders, strong personalities, and in a fast paced environment;
- A balance between self confidence, humility, professionalism and humor.

Location: Position will be located in Atlanta, GA. Up to 50% of time may be required for travel in the Southeastern region and beyond.

Reporting: The position reports to, and is under the supervision of, the Board of Directors and the President of the Alliance to Save Energy.

Education: College degree required, graduate degree is preferred. Candidate must demonstrate educational focus in a management discipline.

Professional Experience: At least 10 years of relevant professional experience is required for this position. SEEA is an Equal Opportunity Employer.

Salary and Benefits: Salary will be competitive and commensurate with qualifications of successful applicant. SEEA offers a generous and comprehensive benefits package.

How to Apply: All qualified candidates may apply by sending a cover letter and resume to jobs@ase.org with the subject line SEEA Executive Director or write to the Alliance to Save Energy, 1850 M Street, N.W., Suite 600, Washington, DC 20036. No phone calls please.