POSITION DESCRIPTION

POSITION TITLE: Executive Director **REPORTS TO:** President of the Board of Directors

GROUP: Executive **EVAL. DATE:**

BACKGROUND

Energy Trust of Oregon is an independent nonprofit organization dedicated to energy efficiency and renewable energy development. We serve Oregon customers of Portland General Electric, Pacific Power, NW Natural and Cascade Natural Gas. In 2014, Energy Trust was recognized as one of the 100 Best Nonprofits to Work For in Oregon.

GENERAL POSITION SUMMARY

The Executive Director works with the Board of Directors, Energy Trust staff, the Oregon Public Utility Commission (OPUC) and stakeholders to fulfill the organization's vision, mission and goals. As CEO, this position manages all daily Energy Trust operations and is accountable for the effective delivery of energy efficiency and renewable energy programs serving 1.5+ million consumers in two states. Overseeing development of an annual budget of $170+ million derived from utility ratepayer contributions to the public purpose fund, the Executive Director motivates a 90+ person staff, manages an executive team responsible for all organization functions and activities, and ensures compliance with appropriate laws and requirements. They publicly represents the organization. The Executive Director reports to the Board President and works under general direction of the Trust's Board of Directors.

ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES

Human Resources

Board of Directors

- Ensures effective engagement of all board members and through regular communication with the board president and committee members, by preparing high quality board materials, and through board meeting coordination and follow-up.
- Ensures appropriate level of staff support to the Board and its committees.
- Interprets trends in the energy field for Board and helps coordinate board recruitment and development in partnership with President and nominating committee.

Staff

- Creates an inclusive environment and positive culture where staff is engaged, achievements are recognized and individual and collective accountability is fostered.
- Directly leads the executive management team, building an esprit de corps among members that invites different viewpoints and results in clear business solutions, decision-making and effective communication.
- Supervises and directs key staff in the performance of their duties, being ultimately responsible for ensuring the quality and effectiveness of their work.
- Evaluates the performance of key staff members, and provides overall direction for the personnel functions, including active participation in approval of personnel actions.

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Strategic Planning

- Provides strategic leadership and ideas for the organization as a whole, engaging staff, board and stakeholders in effective planning efforts.
- Aligns the annual budget with action plan priorities, creating opportunities for participation and feedback from staff, board and stakeholders.
- Complies with performance measures established by the OPUC and goals and objectives adopted by the board of directors.

Program Development and Implementation

- Oversees design and implementation of programs to meet both efficiency and renewable goals in strategic and annual plans.
- Ensures independent third-party evaluations of programs and incorporates recommended improvements.

Finance

- Develops recommendations to the Board for the strategic investment and management of $100+ million in Energy Trust funds annually.
- Prepares annual budgets consistent with approved strategic plan and action plans
- Remains accountable for effective management and reporting of financial resources, once approved.
- Directs staff responsible for financial operations.

Organizational Operations

- Negotiates funding agreement with Public Utility Commission.
- Ensures compliance with all legal, contractual and fiduciary obligations.
- Recommends policies to the Board for consideration and adoption to ensure efficient operations and performance.

Communications

- Maintains timely and responsive communication with the Oregon Public Utility Commission and fulfills all contractual obligations consistent with the grant agreement.
- Invests in solid working relationships with utility representatives, reporting achievements and pursuing mutual opportunities for collaboration.
- Reaches out to partner organizations with related missions, identifying opportunities to strengthen existing efforts and initiating new ways to achieve fulfill common interests.
- Represents the organization in statewide, regional, national and other energy forums designed to further energy conservation, energy efficiency and renewable energy development.
- Handles public relations and media inquiries, portraying the function of the Energy Trust to the community, stakeholders and key constituents.

POSITION DESCRIPTION

SUPERVISORY RESPONSIBILITY

- Directly hires, supports and supervises executive staff responsible for all organization functions, including the Chief Financial Officer, General Counsel, Director of Energy Programs, Director of Operations and the Executive Assistant. Mutually defines annual work opportunities, priorities and targets, regularly discusses progress and provides effective management.
- Ensures that all organizational responsibilities are designed and fulfilled in an effective and service oriented manner, including those listed above as well as Marketing and Customer Services, Planning, Evaluation, Information Technology, Human Resources, and Office Administration.
- Creates both individual and collective team training and development opportunities to enhance professional growth.

POSITION REQUIREMENTS

- Minimum 10 years supervisory or managerial experience with demonstrated expertise in business, financial, personnel management and decision-making for an organization of comparable size and complexity.
- Proven ability to work effectively with volunteer boards and committees; to supervise/lead staff, and appropriately prioritize, organize and strategic plan for effective program design and delivery.
- High integrity, creativity and flexibility combined with sound leadership, judgment and management effectiveness.
- Excellent oral and written communication skills, including effective public speaking and ability to engage and motivate people.
- Deep familiarity with energy policy, energy efficiency, conservation and renewable energy policies, issues and opportunities.
- M.A. or M.S. in business, public administration, policy, or management field or equivalent experience.

The above information is designed to outline the functions and position requirements of this job. It does *not* identify all tasks that may be expected, nor address the performance standards that must be maintained.

POSITION DESCRIPTION

ADDITIONAL INFORMATION

- Salary commensurate with skill and experience.
- Competitive benefits package.
- Applications accepted until position is filled.

APPLICATION INSTRUCTIONS

Qualified individuals please submit cover letter, resume and application (found on Energy Trust's website www.energytrust.org/About/careers) to careers@energytrust.org.

Attn: **Executive Director**

Energy Trust of Oregon is an equal opportunity employer.
www.energytrust.org