



Position Description

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Title: Executive Director of the Colorado Renewable Energy Society (CRES)

Reports to: President of the Board of Directors, CRES

Based in: Greater Metro Denver

The mission of CRES is to inspire an era of clean energy innovation, speeding the transition to a sustainable energy economy in Colorado through advancing education, policy, and economic development.

Job Purpose:

The Executive Director (ED) is the public face of the Colorado Renewable Energy Society (CRES) in the State of Colorado. He or she serves at the pleasure of the CRES Board of Directors and reports to the President of the Board. The ED directs the activities of CRES to attain the highest level of mission accomplishment. CRES's purpose is to be an effective, professional organization advocating for sustainable energy development in Colorado. The ED provides non-partisan energy-related information and technical assistance to policy makers, decisionmakers, and the general public, interacting with these constituencies regularly. CRES' target audiences include, but are not limited to, state legislators and officials, economic development organizations, municipalities and counties, businesses, non-profit organizations, utilities, research institutions, and universities. The ED also fosters the development of regional sub-chapters of CRES.

Key Responsibilities and Accountabilities:

I. Represents CRES with Key Constituencies and the Public

- a. Develops CRES as the "go-to" organization in its mission space
- b. Ensures effective outreach programs
- c. Develops media presence
- d. Utilizes the extensive energy expertise of the CRES membership.

II. Management:

- a. Develops an operating plan in alignment with the Strategic Plan developed by the CRES Board
- b. Evaluates CRES activities
- c. Oversees all contracts
- d. Delivers CRES programs on time and within budget
- e. Supervises CRES staff.

III. Fiscal Management

- a. Raises funds
- b. With the CRES treasurer and finance committee, develops and manages the CRES annual operating budget
- c. Approves expenditures
- d. Ensures proper financial recordkeeping
- e. Submits monthly financial statements to the Board of Directors.

IV. Personnel

- a. Develops CRES personnel policies
- b. Supervises and evaluates job performance of staff.

V. Board Relations

- a. With the Board President, plans the agenda and provides the materials for board meetings
- b. In consultation with the Board, develops human resource policies
- c. In consultation with the Board, develops strategic and operational plans, and sets priorities
- d. Ensures that there is adequate staff and volunteer support for CRES activities, including but not limited to the annual Colorado Renewable Energy Conference, the Solar Homes Tour, and the Annual Party.

VI. Profile: Executive Director

CRES' Executive Director should be a self-directed and results-oriented leader. He or she should be passionate about the CRES mission, and should be a strategic thinker and planner. Other desired qualities include maturity, a workmanlike approach, reliability, resilience, diplomacy, tenacity and determination. He or she should relate well to others, be a team player, and be respected both within and outside the CRES organization.

- **Management Ability:** Demonstrated management experience required, including experience in managing cross-program operations in a fast-paced environment. Demonstrated mature and successful people-management skills required. The successful candidate will be experienced, and will possess a natural ability to lead others in effectively achieving operational goals.
- **Specific Job Skills:** Is able to represent CRES at the highest levels of state government, relate to the renewable energy and efficiency industries, and serve as a public leader. Is an excellent public speaker. Is able to nurture programmatic strengths as well as identify and correct organizational weaknesses. Is able to identify salient issues in contracts and agreements, and successfully communicate these issues to legal counsel. Is willing and able to travel on occasion, and can work for extended hours when the situation requires.

- **Computer Skills:** Must be adept in MS Office 2003-07 or later, particularly Excel, Word, Access, and Powerpoint. Should be conversant in database concepts.
- **Financial Literacy:** Understands not-for-profit financial information reporting, profit and loss calculations, and business finance. Understands balance sheets, audits, and financial statement management.
- **Business Skills:** Excellent face-to-face communicator and negotiator. Possesses experience in managing multiple tasks to achieve operational success. Demonstrated ability to achieve financial goals.

VII. Professional Qualifications

- Bachelor's degree or higher (preferred: public policy, law, social science, communications, business, or related field)
- Minimum 5 years of experience in management, preferably of a nonprofit organization
- Minimum 2 years of experience in renewable energy and/or energy efficiency;
- Conversant with utility and related energy regulation
- Familiar with renewable energy policy issues
- Experience raising funds for nonprofit organizations
- Well-connected network.

VIII. Position Compensation

Salary and Benefits: Competitive, negotiable, commensurate with experience.

Application Process:

- Only complete and qualified applications will be responded to; no phone calls, please.
- Provide a two page (maximum length) resumé and a one page (maximum) cover letter in electronic format to jobs@cres-energy.org.
- The resumé should include recent job history, responsibilities and dates of service. It should include education, certifications or special training pertinent to the duties described above.
- The applicant cover letter should describe the reasons for the applicant's interest in CRES, and communicate the high-level skills and experience that qualify the applicant to be the chief executive of a major nonprofit organization.
- Applicant should state salary requirements.
- Applications are due December 15, 2009 at 5 pm. Desired start date: Early 2010.