Position Description

Title: Executive Director

Organizational Description: The Energy Coordinating Agency (ECA), a 33 year old nonprofit corporation, works to make clean energy affordable, and to solve the energy problems of low income people. ECA works at the intersection of income inequality and climate change. The organization has a national reputation for leadership in low income energy services and residential energy efficiency for existing buildings. ECA administers energy efficiency, heating, water conservation, energy education, and housing preservation programs for utilities and government. Together with its citywide network of Neighborhood Energy Centers (NECs) in Philadelphia, and its statewide network of Community Energy Centers in Delaware, ECA serves more than 20,000 low income Philadelphia residents and more than 1,100 Delawareans each year. Its nationally accredited Knight Training Center is the region's leading building science training center, focusing on energy efficiency and environmental remediation. ECA is an Equal Opportunity Employer, is registered to ISO 9001:2008 and is committed to quality. By improving the energy efficiency of our residential and commercial buildings, and training a diverse workforce for the clean energy industry, ECA is creating a powerful cycle of positive change.

Responsibilities:

ECA's Executive Director provides strategic vision and leadership to guide the organization and continue to strengthen the partnerships and alliances upon which its success depends. He or she oversees all aspects of the organization, including finance, human relations, development, information technology, communications, program design, program operation, quality assurance and compliance with all legal, regulatory, and policy requirements governing ECA's work. Primary responsibilities include:

- Establish clear, ambitious but attainable goals and objectives for the organization, the Neighborhood Energy Centers and the Community Energy Centers on at least an annual basis.
- Oversee finances and development to insure that the organization is fiscally strong and continues to thrive.
- Oversee program design, administration and management to provide comprehensive, high quality energy services in the Philadelphia region and Delaware.
- Develop strong working relationships with all key clean energy stakeholders in the region to support the transformation to a clean energy economy.
- Develop and manage a comprehensive marketing and communications plan to support the organization and all its services.
• Strengthen the organization's Information Technology and communications infrastructure to maintain excellent customer service, provide accountability to all funders, and support measurement and evaluation of outcomes.
• Insure adequate processes for recruitment, staff development and training to maintain the highest levels of quality performance and a very diverse, multi-racial and bilingual staff.
• Accurately predict the future direction of the energy efficiency and related industries; identify opportunities for the ECA, including those that require policy development, advocacy, research and innovation in order to fully develop.
• Participate in and provide leadership as appropriate to city, state and federal efforts to support policies that insure low and moderate income households have access to affordable, clean energy.
• Strengthen the capacity of low income communities to solve their own energy problems sustainably.
• Support and continue to strengthen the ECA Board of Directors

Qualifications:

• Master’s degree in urban planning, environmental science, business administration or related field
• At least 10 years’ executive experience, including proven track record as a nonprofit leader and Executive Director or Chief Executive Officer (CEO).
• Excellent written and verbal communication skills.
• Excellent public speaking and training skills
• Deep experience in human service and residential energy efficiency; Previous experience in low income energy service delivery preferred
• Strong IT knowledge including knowledge of Net Suite and Salesforce
• Ability to interact effectively with all levels of management, staff, and low income clients.
• Ability to interact effectively with a diverse range of stakeholders including public officials, private business leaders, and members of the public.

ECA is an Equal Opportunity Employer
ECA is registered to the ISO 2008:9001 standard
ECA’s Training Center is nationally accredited by the Interstate Renewable Energy Council

The ECA Board of Directors has initiated a national search for the next Executive Director of the Energy Coordinating Agency.

Interested candidates should contact Al Ragland, CEO of AHK Global Resource LLC at aragland@ahkresource.com or 919-274-3157.