



CLEAN ENERGY NH
Your Voice in All Energy Matters

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Clean Energy New Hampshire Executive Director Position 2021 Candidate Search

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Clean Energy NH's (CENH) mission is to promote clean energy and technologies through education and advocacy for a stronger economic future. We envision businesses, institutions, and households in New Hampshire having the resources to be leaders in the innovation, deployment and regulation of renewable, sustainable, and/or efficient sources of energy for the purposes of electricity generation, heating and transportation. Incorporated as the New Hampshire Sustainable Energy Association ("NHSEA") in 2005 as a nonprofit organization under New Hampshire law, it is also tax exempt pursuant to Section 501(c)(3) of the Internal Revenue Code. The NHSEA rebranded in 2019 by adopting "Clean Energy New Hampshire" or "CENH" as its tradename or d/b/a.

CENH has earned its reputation as the preeminent advocate for sustainable economic growth and development through the advancement of clean energy and technologies in New Hampshire. CENH is recognized and respected across New Hampshire as an effective advocate for and facilitator of an enduring and sustainable clean tech economy.

In addition to the Executive Director, CENH currently has 4 full-time and 1 part-time staff members who plan and implement programming including education and technical assistance, participate in policy advocacy, recruit and onboard members, manage communications, plan events, and fundraise including grant proposals and reporting. CENH has grown significantly in the past 3 years adding 2.25 FTE staff and increasing the annual operating budget from \$321k to \$548k while also growing an operating reserve fund.

CENH expanded its statewide work by adding the North Country initiative in 2019 which provides in-depth technical assistance to municipalities and communities to implement energy efficiency and renewable energy projects. CENH added to its staff capacity by adding a Regulatory Affairs Director to increase our influence on regulatory proceedings. We are working increasingly on clean transportation through our coordination of Drive Electric NH. Our Local Energy Solutions initiative offers education and technical assistance to energy committees and municipal staff to empower these energy champions to implement their energy vision at the local level. CENH is also well respected by legislators as a resource for fact-based and reliable information on energy policy issues.

For more in-depth information about our organization and our work visit our website cleanenergynh.org and read our recent annual reports (scroll to bottom of this webpage for links to recent annual reports: <https://www.cleanenergynh.org/about>).



Job Description

The Executive Director (ED) will be responsible for coordinating all CENH operations, out of our current office location in Concord NH, or remotely as necessary, due to pandemic public health guidelines. This includes managing staff, budgeting and financial management, member relations, organizational development, fundraising, policy development and advocacy, outreach, events, and other initiatives related to advocacy and education on sustainable energy in NH. The Executive Director reports directly to and is an ex officio voting member of a 13-member Board of Directors (Board). In addition, the ED will work closely with the staff members and CENH's many working groups and collaborators. CENH manages the Local Energy Solutions Work Group and its annual conference, Drive Electric NH, co-organizes NH's Annual Energy Week, and oversees other working groups and issue-specific initiatives. The job will specifically include the following responsibilities:

Administration

The ED provides oversight and management of all non-profit operations including reporting, human resources, budgeting and financial management. The ED is also responsible for supervising and mentoring staff as well as hiring and training new staff members as needed. The ED works closely with the Board to implement CENH's strategic plan and annual work plan. The ED assists the Board with development of existing Board members and recruiting new Board members.

Leadership & Collaboration

The ED takes the lead in maintaining existing and cultivating new statewide energy stakeholder relationships. The ED leads the development of a coordinated approach with fellow stakeholders regarding key policy issues, and advocacy with NH executive branch and legislative leaders. The ED promotes CENH's role as the state's leader in clean energy advocacy and education.

Event Coordination

Working closely with Staff and the Board, the ED provides leadership in developing event content and supervises staff who plan and coordinate an annual events calendar of activities including, but not limited to, workshops, webinars, member events, the annual Local Energy Solutions conference, and other public outreach opportunities.

Communications

The ED is CENH's spokesperson and regularly represents the organization in earned media, public speaking opportunities, and member outreach. The ED also oversees all communications activities and provides input and supervision to staff who produce newsletters, and maintaining an interactive, dynamic and accurate website and social media presence.

Policy Advocacy

The ED leads the organization's legislative and regulatory policy tracking and advocacy work for the organization working closely with the Director of Regulatory Affairs. Supported by staff, the ED actively participates in legislative and regulatory proceedings, preparing and presenting testimony, communicating complex policy developments clearly and concisely, and coordinating with our members to advocate for their interests.



Membership

The ED develops and leads the implementation of plans for increasing organization membership and retaining existing members, including business members and event sponsors. While the Senior Program Director recruits and on-boards new members, the ED is responsible for maintaining a strong, engaged, and supportive membership. The ED supports staff membership recruitment and relations by serving as a subject-matter expert and leading key membership benefit activities such as weekly policy calls during the legislative session.

Fundraising

The ED leads CENH's fundraising efforts, with support from staff and the Board. These fundraising efforts include membership, sponsorship, donor development, revenue from events, contracted services, and, in collaboration with the Senior Program Director, applying for grants from charitable foundations and governmental agencies.

Qualifications

The ideal candidate will have experience in non-profit management or trade association work including fundraising, grant writing, financial management, personnel supervision, and Board-ED collaboration. The candidate should also have proven familiarity with matters relating to clean energy and energy efficiency in the state of New Hampshire including relevant laws, regulations, policies, and markets. The candidate must demonstrate an informed passion for the mission and must specifically have working knowledge of the state legislative and regulatory processes and key leaders therein. We seek an ED who will approach the process of change with a combination of non-partisanship, persistence, patience, and a keen understanding of how to combine strategies and tactics to achieve both short-term and long-term objectives.

The ideal candidate must be highly organized and detail-oriented, flexible and confidently able to manage a talented team of very capable staff. Excellent communication skills are essential; the candidate must have strong oral advocacy skills and be able to write well for both policymakers and the press. The ideal candidate must also be experienced and effective in presenting policy positions to diverse audiences and explaining complex energy policy issues to the general public.

CENH offers a competitive salary that is negotiable commensurate with experience and qualifications. CENH also offers a benefits package including: employer sponsored health and dental insurance, retirement contribution, negotiable paid vacation, 10 paid holidays, flexible work hours, and the ability to work remotely as appropriate.

How to Apply

A search committee of the Board of Directors shall oversee the hiring process. Interested candidates should submit a cover letter, resume, and contact information for three references as PDF documents to CENH via e-mail to apply@cleanenergynh.org.

No closing deadline; interviews will begin April 26th, 2021.