



*Renewable Energy Vermont (REV) promotes an intelligent transformation from a fossil fuel based economy to an economy increasingly based on our own renewable energy.*

## **Executive Director Job Description**

Renewable Energy Vermont (REV), a leading industry association representing renewable energy technologies, is hiring for the position of Executive Director (ED). Founded in 2000, REV has grown to include 300 business and professional members and supporters. With ever-growing interest in renewable energy and related incentives, this is a very exciting time for REV. Our ED will successfully manage multiple priorities, professionally represent the organization, supervise staff and volunteers, and manage daily internal and external operations. This position reports to the REV Board.

This is a full-time position based in downtown Montpelier, with flex-time and telecommuting opportunities to accommodate the extra workload during legislative and conference periods.

Specifically, the ED will be responsible for the following:

- Maintaining a working knowledge of significant trends and developments in renewable energy at the local, national and international levels
- Growing REV membership through outreach and networking
- Managing REV programs and grant funded activities, including the Partnership Program that certifies renewable energy installers in Vermont
- Managing the annual REV legislative agenda
- Providing management and oversight to REV staff
- Responding to inquiries from REV members, the media, and the general public in a timely and professional manner.
- Planning and organizing two revenue generating conferences per year with possible additional events as determined by the Board
- Preparing the annual budget and workplan
- Working with the Board to ensure that adequate funds are available to allow the organization to carry out its work
- Managing REV's daily finances to assure the financial and operational sustainability of the organization
- Updating and maintaining the REV web site as necessary to publicize the activities of the organization, its programs and goals
- Coordinating the production of a monthly newsletter
- Preparing and distributing the necessary information for REV Board meetings in advance, with input from the Board Chair, to enable the Board to make informed decisions
- Assuring the Board is kept fully informed on all important factors influencing the organization
- Building relationships with stakeholders by representing REV's programs and points of view to agencies, legislators, organizations and the general public

## Qualifications and Desired Experience

REV seeks an *entrepreneurial* and energetic individual who will be comfortable in a hands-on role to serve as the ED. The successful candidate will have a Bachelor's degree from an accredited college or university and a minimum of five years of active experience in and understanding of managing for-profit or not-for-profit entities. Energy and energy policy expertise is *required* (experience in the renewable energy sector not required specifically) and experience working for a Board in a political environment preferred. The successful candidate should:

- Be *passionate* about renewable energy
- Have experience in *growing an entity* (business, community group, hobby, etc.)
- Have *effective* written and oral communications skills
- Be *comfortable* speaking publically
- Be highly *organized*
- Have experience with or an understanding of *fiscal management*
- Be able to work in a *fast-paced*, and team environment while able to effectively manage a diverse set of activities
- Exhibit *independent* judgment and be a self-starter with strong personal initiative
- Be a visionary and *strategic* thinker who is innovative yet pragmatic

## How to Apply

To apply for the position of REV Executive Director, please submit your cover letter, resume and application (attached below). We would also like you to answer these [6](#) questions (*please be brief - 50 words or less for each question*):

1. Describe your experience in policy or advocacy work.
2. What experience do you have in budget building and/or fiscal management?
3. What experience do you have in an entrepreneurial or growing venture?
4. Please summarize your management style.
5. Describe any experience you have with public speaking and/or fundraising.
6. Tell us something about renewable energy.

Please submit all to: [hratrev@gmail.com](mailto:hratrev@gmail.com)

*REV is an equal opportunity employer.*

*This position will remain open until filled.*



# Employment Application

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.			
Position Applied for					
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been discharged from any employment or asked to resign?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

EDUCATION					
High School			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

**ADDITIONAL QULAIIFICATIONS**

Computer / Technical Skills				
<i>Windows:</i>	Windows	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Years / Proficiency:
<i>Spreadsheet:</i>	Excel	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Years / Proficiency:
<i>Word Processing:</i>	Word	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Years / Proficiency:
<i>Presentation:</i>	Power Point	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Years / Proficiency:
<i>Typing:</i>	Touch Typist?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Words Per Minute:

**ADDITIONAL INFORMATION**

Please list any volunteer activities, memberships, academic honors, scholarships, or awards:

**ADDITIONAL INFORMATION**

Please list any specialized training, apprenticeships, or skills which you believe should be considered in evaluating your qualifications for employment.

*Note: It is not necessary to include information which indicates race, color, national origin or other protected status.*

**PREVIOUS EMPLOYMENT**

Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

If other than honorable, explain

**DISCLAIMER AND SIGNATURE** PLEASE READ CAREFULLY BEFORE SIGNING

I certify that my answers are true and complete to the best of my knowledge. I also authorize investigation of all information contained in this application and authorize all previous employers, schools, and other persons having knowledge of me or my records to release such information to Renewable Energy Vermont (REV). I hereby release these companies, persons and REV from all claims or liabilities arising from such disclosures or investigations.

I understand and acknowledge that any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause or notice. It is further understood that the "at will" employment relationship may not be changed orally, or by any written document, or by conduct, unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand that this application does not guarantee employment. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my immediate release.

By signing below I acknowledge that I have read, understand and agree to the above statements.

Signature	Date
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