Renewable Energy Vermont

*Job Announcement*

Executive Director

Renewable Energy Vermont is seeking a visionary and entrepreneurial leader to be its Executive Director. The successful candidate will have a strong passion for creating a low-carbon, clean energy future in Vermont ­­­­­­ in collaboration with stakeholders. This critical and innovative full-time position is based in Montpelier, Vermont.

**About Renewable Energy Vermont:** Renewable Energy Vermont (REV), a leading nonpartisan industry association representing renewable energy technologies, is hiring an Executive Director (ED). Founded in 2000, REV is a trade association of 150 member businesses representing thousands of professional members and supporters. In addition to the 501 c (6) trade association REV also has a 501 c (3) non-profit educational function. With ever-growing interest in renewable energy and related incentives, this is an exciting and critical time for REV. The successful candidate will lead the business association one of Vermont's fastest growing, job-creating industries.

**Position Overview:** The Executive Director is responsible for the successful leadership and management of the organization to meet the strategic direction set by the Board of Directors. The ED will successfully manage multiple priorities, professionally represent the organization, supervise staff and volunteers, and manage daily internal and external operations including its Government and External Affairs. This position reports to the REV Board of Directors. This is a full-time position based in downtown Montpelier, with flex-time and telecommuting opportunities. There is a heavy workload during the Vermont legislative session (January-May) and the REV annual conference period (September-October).

**Position Roles:**

***Direction & Oversight of REV:***

* *Strategic Planning & Implementation:* In coordination with the Board of Directors, advise, develop and implement REV’s internal and external vision and strategic plan to guide the organization.
* *Board Coordination:* Coordinate with the REV Board of Directors to keep them fully informed and prepared for meetings, with input from the Chair.
* *Financials:* Prepare the annual plan and budget, manage daily finances. In coordination with Assistant Director, select and oversee new revenue development opportunities.
* *Human Resources:* Provide management and oversight to REV staff.
* *Content Expertise:* Maintain knowledge of significant trends and developments in renewable energy at the local, national and international levels.
* *Representation & Liaison-Development:* Act as the REV spokesperson by communicating/building relationships with REV members, the media, state representatives and the general public in a timely and professional manner, representing REV’s mission, programs and points of view.
* *Conference & Events:* Oversee and manage largest renewable energy conference in New England including content for conference, financials and marketing/sponsorship for conference. Oversee campaigns and other events as necessary.
* *Grants:* Seek out, write and manage grants and other funding opportunities.
* *Outreach:* Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand or presence. Ensure coordination with Renewable Energy Vermont Education Fund.

***Direction and Implementation of Government Affairs:***

* *Policy Development:* Coordinate, research and assist in the development of REV energy policy by working with the REV Board of Directors, Legislative Committee and REV members.
* *Advocacy:* Bring problems and compelling solutions to the attention of Vermont legislators, members of the Executive branch, environmental agency staff, local and federal officials and business leaders.
* *Regulatory & Policy Representation:* Identification and communication of REV’s interests in regulatory and other relevant policy proceedings.

**Minimum Qualifications**

* Bachelor’s Degree (Master’s a plus) and at least 10 years of senior management or ED experience.
* A decisive individual who possesses a "big picture" perspective and is well versed in government affairs and advocacy work.
* An energetic, forward-thinking and creative leader with high ethical standards and an appropriate professional image.
* An intelligent and articulate individual who can work well with a variety of strong, passionate personality types.
* Excellent relationship skills with the proven ability to build and maintain effective relationships with internal and external partners.
* Excellent organization, writing and public speaking skills.
* Experience in the renewable energy field and energy policy is a plus.
* Experience with or understanding of accounting software preferred, with the ability to interpret and utilize financial information.

**To Apply**

Please send a cover letter, resume and the contact information (including e-mail addresses) for three professional references to HRatREV@gmail.com. This position will remain open until filled.