

Executive Director

National Association of Energy Service Companies (NAESCO) is the leading national trade organization representing and promoting the energy efficiency industry in the energy marketplace, the media, and the government both at the state and federal level.

The Executive Director is the key management leader of NAESCO. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board Chairman of Directors.

GENERAL RESPONSIBILITIES:

1) Board Governance: Works with board in order to fulfill the organization mission.

- Responsible for leading NAESCO in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of NAESCO, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support NAESCO's mission.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of NAESCO's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that NAESCO can successfully fulfill its Mission into the future.
- Responsible for the enhancement of NAESCO's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for effective administration of NAESCO's operations.
- Responsible for the hiring and retention of competent, qualified staff (current staff 2).
- Responsible for signing all notes, agreements, and other instruments made and entered into on behalf of the organization.

Professional Qualifications:

- Master's degree in business administration or related field
- 7-10 years' experience in Energy/Performance Contracting business
- Deep and wide understanding of the Energy Service Companies (ESCO) market
- Transparent and high integrity leadership
- Five or more years senior management experience in the ESCO business, federal government or other non-profit organizations
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of NAESCO's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Strong presentation skills is a must
- Must be energetic and person of character
- Must have strong experience with utilizing social media
- Ability to interface and engage diverse volunteer and donor groups
- Deep understanding of financial strategies and finance-related performance metrics
- Demonstrated ability to oversee and collaborate with staff
- In-depth knowledge of best practices in management and governance
- Strong public speaking ability

CLOSING DATE: July 7, 2018

LOCATION: NAESCO office in Washington, DC.

NAESCO is an equal opportunity employer.

COMPENSATION: Commensurate with experience.

HOW TO APPLY: Interested candidates should submit a resume and cover letter to: rr@dwgp.com (Roberta Rothschild). The subject line should be: "Job Application – NAESCO Executive Director." No phone calls, please. Resumes will be treated in a confidential manner.