



DEPUTY DIRECTOR

Job Overview

The Deputy Director serves as Northeast Energy Efficiency Partnerships' (NEEP's) internal operations leader for Stakeholder Engagement, Program and Project Planning and Management, Product/Solutions Development, Marketing, Communications, Fundraising, and Delivery. Reporting to the Executive Director, the Deputy Director oversees NEEP's internal activities associated with planning, organizing, funding, marketing, and delivering NEEP's solutions to advance our mission. The Deputy Director supervises NEEP Product/Solutions Directors and the Development, Customer Relations, Development and Marketing Director, and works closely with the Director of Finance and Administration to achieve positive financial results with a highly regarded, expert professional staff. NEEP prides itself on working in a highly collaborative manner internally as well as externally to engage our clients and stakeholders to achieve regional-scale impacts. The Deputy Director plays a central role in contributing to NEEP's mission-driven, creative, results-oriented work environment.

Responsibilities

Strategic and Program Planning

- Assist the Executive Director to develop and execute NEEP's strategic plan, and implement new processes, products, and services to achieve NEEP's mission.
- Develop and update annual program goals, plans, budgets, and metrics to implement NEEP's strategic plan for NEEP Board approval.
- Direct the development of project plans, prospectuses, and grant proposals and business development.

Leadership and Staff Management

- Serve as the internal leader to drive regional-scale adoption of efficiency solutions that accelerate carbon emissions reductions to meet state and local policy goals.
- Recruit, direct, train, and support NEEP's development, public relations, marketing, program delivery staff, interns, and research associates to achieve goals with a high level of customer satisfaction.
- Actively support NEEP's work to maintain a thriving, collaborative, and inclusive culture with a diverse staff.

Customer Relations and Stakeholder Engagement

- Cultivate productive and valued relationships with NEEP project funders, Allies/industry players, state and federal agencies, municipalities, and other relevant stakeholders, reporting achievements and pursuing mutual opportunities for collaboration.
- Lead NEEP's stakeholder engagement processes to maintain a vibrant regional network of leaders and participants to inform and advance NEEP's mission and goals.
- Facilitate customer and participant feedback to guide planning and service delivery.
- Represent NEEP at public and professional meetings and presentations, and participate in relevant external projects and forums.

Development, Marketing & Communications

- Direct and supervise NEEP's Development efforts to secure funding to support NEEP's activities.



- Direct and supervise NEEP’s development and implementation of strategic marketing and communications.
- Contribute to the development of new revenue options to support NEEP’s work.

Product and Solutions Development and Delivery

- Maintain project management operations systems, tools, and practices to meet program and financial goals and provide deliverables in a timely and cost-efficient manner.
- Direct the development, marketing, and delivery of NEEP products (i.e., research, analyses, reports, events, presentations, guidelines, and tools) and services (i.e., technical assistance, stakeholder engagement) to meet NEEP’s goals and the expectations of customers, clients, Board, and funders.

Program/Product Reporting and Evaluation

- Direct evaluation of NEEP programs, projects, and services to support accountability, highlight success, and facilitate learning and future development.
- Direct the timely and responsive reporting of NEEP programs, projects, and deliverables to maintain the support of funders while supporting internal learning and continuous improvement.

Qualifications

- Strong personal commitment to the mission, vision, and core values of NEEP
- A minimum of five years of successful senior management experience with increasing levels of responsibility and management of staff, operations, and budgets
- Non-profit or government experience preferable but not required
- Bachelor’s degree or equivalent experience
- Demonstrated ability to inspire through clear and transparent two-way communication
- Proven experience in managing change and meeting goals in a complex, matrix-structured organization
- Demonstrated track record of leading through transparency and collaboration internally and externally
- Ability to balance contractual obligations with long-term strategy and vision, while always upholding quality, values, and driving positive work culture
- Demonstrated ability to lead and build the capabilities of a driven and diverse team
- Demonstrated ability to build and maintain relationships with employees, clients, partners, and the public
- Demonstrated ability to develop and use management systems and tools to improve work flow, increase quality, and improve nimbleness
- Strong personal commitment to continuous learning, individually to remain current in a quickly changing industry and organizationally to ensure all staff do the same

About NEEP

NEEP was founded over 20 years ago as a non-profit to accelerate energy efficiency in the Northeast and Mid-Atlantic states. Today, it is one of six Regional Energy Efficiency Organizations (REEOs) partially funded by the U.S. Department of Energy to support state efficiency policies and programs. NEEP’s mission is to accelerate energy efficiency as an essential part of demand-side solutions that enable a sustainable regional energy system.



Our long-term shared goal is to assist the region to reduce carbon emissions 80% by 2050. For more about our 2017 strategies and projects, see this [2-page overview](#) or these [project briefs](#). You can also watch this brief [video](#) regarding our history.

Application Process

To apply please see our posting on Indeed (www.indeed.com). A resume, along with a thoughtful cover letter outlining your interest in NEEP's mission will be required. **No phone calls please.**

NEEP offers a competitive salary and a generous benefits package including health, dental, life, and disability insurance, personal time and a matching 401K with a very good work/life balance.

NEEP is committed to an organizational culture of inclusion, diversity and equity. We are committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, sex, age, national origin, and physical or mental disability. We apply this policy to assure non-discriminatory practices in recruiting, hiring, training, promotion, compensation, benefits and all other activities. It also supports our capacity to achieve our mission on a regional scale.