

NORTHEAST ENERGY EFFICIENCY PARTNERSHIPS EXECUTIVE DIRECTOR

NEEP is one of six Regional Energy Efficiency Organizations (REEOs) funded, in part, by the US Department of Energy to support and accelerate energy efficiency policies and programs. To achieve its mission, NEEP brings together a number of diverse partners in the energy field across the northeastern and mid-Atlantic states (West Virginia to Maine) including: government officials, efficiency program administrators, advocates, researchers, community leaders, utilities, industry, and others.

Vision, Mission, and Goals: NEEP's Vision is that the region's homes, buildings, and communities are transformed into efficient, affordable, low-carbon, resilient places to live, work, and play. Its Mission is to accelerate regional collaboration to promote advanced energy efficiency and related solutions in homes, buildings, industry, and communities towards that end. NEEP has taken on the goals of assisting the Northeast and Mid-Atlantic region to reduce building sector energy consumption by at least 3% per year and carbon emissions by at least 40% by 2030 (relative to 2001).

The current Executive Director has led NEEP since its inception, and plans to retire in early 2021. As a result, NEEP seeks its next Executive Director to function as the chief executive and continue the organization's visionary leadership.

The Executive Director serves as the face of NEEP and must bring a compelling vision, set strategic direction, and foster strong coalitions with a variety of partners and allies. The Executive Director sets the professional tone for the entire organization and is expected to ensure continued success and positive organizational progress and change. He or she must be a proactive communicator who is comfortable and capable of securing continued financial support from new and existing funders. The Executive Director will be a strong manager, capable of hiring, retaining and developing a diverse workforce that is representative of the communities NEEP serves. He or she will ensure the Board is fully appraised of emerging financial and operational challenges and issues, as well as, trends, market changes, and developing legislation.

The Executive Director manages a \$3.3 million annual budget, reports to a 12-member Board of Directors, and leads a 24-person team. In addition to setting and driving strategy, other responsibilities for the Executive Director include:



ADDITIONAL RESPONSIBILITIES

Board Relations

- Maintain a strong working relationship with the Board of Directors and act as a bridge between the Board and staff.
- Ensure effective engagement of all Board members through regular communication with the Board President and committee members, by preparing high quality Board materials, and through Board meeting coordination, presentations, and follow-up.
- Exercise judgment and communicate with Board members on matters of Board interest and concern.
- Provide new Board member orientation.
- Ensure appropriate level of staff support to the Board and its committees and participate in committee meetings.

Staff Leadership

- Serve as the principal leader, representative, and primary spokesperson to the greater community, including but not limited to state and local government agencies, community agencies, constituent groups, corporations, and media.
- Lead the Senior Management Team, building an esprit de corps among members that invites different viewpoints and results in clear business solutions, decision-making, and effective communication.
- Supervise, direct, and evaluate executive-level staff in the performance of their duties, being ultimately responsible for ensuring the quality and effectiveness of their work.

- Inspire a shared vision among staff/stakeholders aligned with the strategic vision of NEEP.
- Create an inclusive environment and positive culture where staff is engaged, achievements are communicated and recognized, and individual and collective accountability and teamwork is fostered.
- Promote communication and collaboration across the organization.

Planning and Budgeting

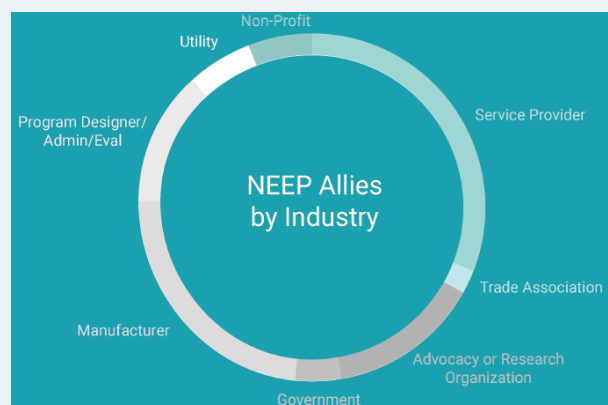
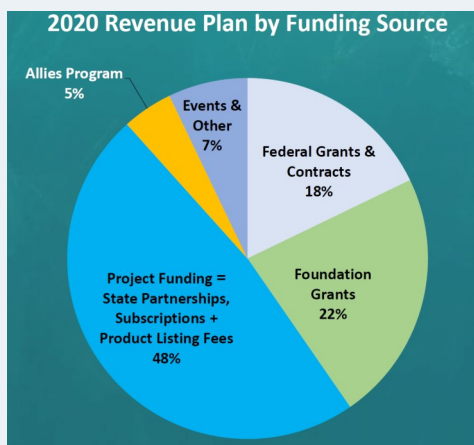
- Provide strategic leadership and ideas for the organization as a whole, engaging staff, Board, and stakeholders in effective planning efforts.
- Align the annual budget with action plan priorities, creating opportunities for participation and feedback from staff, Board, and stakeholders.
- Comply with performance measures established by NEEP Board of Directors.

Program Development and Implementation

- Oversee preparation of an annual Business Plan for Board approval to guide organizational performance consistent with NEEP's Board-approved strategic plan.
- Oversee implementation of the Board-approved annual Business Plan.

Finance and Administration

- Oversee preparation and presentation of annual budgets and action plans to the Board consistent with approved strategic plan and action plans to Board and stakeholders.



THE SUCCESSFUL CANDIDATE

Ideal candidates will possess experience in business and financial management of an organization along with expertise within the energy industry that includes knowledge of energy efficiency, beneficial electrification, emerging technologies, renewable energy, and other related market transformation issues. He or she must be a visionary with a strategic thought process to lead NEEP and set the course for the organization. NEEP also requires an individual able to build partnerships, secure funding, and someone who possesses a comfort level with a culture of collaboration and teamwork.

Experience that includes management of a professional and highly educated staff is required. The successful candidate must possess a commitment and ability to recruit and promote diversity within the NEEP organization. Candidates must also demonstrate an ability to delegate, empower, mentor, and coach in order to develop employees and build bench-strength to drive results and assure organizational continuity.

Candidates must be able to foster strong working relationships with a governing body such as a Board of Directors. Exemplary interpersonal skills that include professional, polished, and charismatic oral and written communication talents are required. As is an ability to convey complex technical and industry issues to lay people, and make positive impressions when addressing public groups.

Ideal candidates will possess an undergraduate degree in energy, environmental sciences, business, or a related discipline. A graduate degree is considered ideal, but not required. As are relationships and previous experience in the northeastern and mid-Atlantic states.



THE ORGANIZATION

Founded in 1996, NEEP is a nonprofit organization focused on promoting and adopting modern and affordable energy efficiency solutions to meet state energy, economic, and environmental goals. NEEP's strategies to accomplish its stated goals to reduce regional building sector energy consumption by at least 3% per year and carbon emissions by at least 40% by 2030 (relative to 2001) include:

Engaging and Empowering Stakeholders: NEEP forges partnerships and brings stakeholders together to develop, advance, accelerate, and integrate energy efficiency solutions to decarbonize the buildings sector with coordinated efforts, regional learning and resource leveraging.

Advancing Regional Market Transformation Opportunities: NEEP engages support for, recommends, tracks and reports progress of regional market transformation initiatives that drive innovative and integrated energy efficient solutions to decarbonize homes, buildings and industry.

Providing Independent Analysis and Technical Expertise: NEEP conducts independent analysis and serves as a technical expert on energy efficiency potential, best practices, impacts, evaluation, and integration with other low-carbon demand side resources essential to a low-carbon future.

Advancing Knowledge and Best Practices: NEEP develops and distributes regional best practice information resources, and serves as a regional peer exchange network to advance building sector energy efficiency and decarbonization.

NEEP's identified the following three critical elements of strategic electrification to make homes and buildings healthy, affordable, low-carbon, resilient places to live, work, and play:

Efficient Heating Electrification: Replace the direct use of fossil fuels for space and water heating with advanced, efficient technologies such as high performance cold climate heat pumps.

Efficient Building Shells: Improve the energy efficiency of home and building envelopes (e.g., with insulation, efficient windows and doors, and air sealing) to minimize wasteful, uncomfortable heat loss while providing quality indoor air with controlled ventilation.



THE ORGANIZATION (continued)

Grid Interactive Buildings: Deploy smart technologies that enable homes and buildings to respond to electric grid needs (e.g., automated responses to transmission and distribution system signals, time-of-use rates and/or direct control to minimize energy use during peak electric use periods, to store or release excess renewable electricity for use during periods with limited renewable electricity generation, etc.).

More information about NEEP can be found at: <https://neep.org/>

THE COMMUNITY

Lexington, Massachusetts is located in Middlesex County, approximately 11 miles northwest of downtown Boston. It is well known as the site of the first shots of the American Revolutionary War and is home to Minute Man National Historical Park.

Lexington boasts an historic downtown filled with restaurants, storefronts, and other small businesses. Residents also benefit from an abundance of parks and conservation land, and a public school district that is among the top ranked in the state and nationally. Some of the largest employers in the community include those in biotechnology, defense research, and software industries.

Lexington offers a wonderful quality of life, but the cost of housing is much higher compared to the national average. There are several other desirable communities situated within a short commute.

To learn more about the region, please visit: <https://www.lexingtonma.gov/>

COMPENSATION AND BENEFITS

NEEP offers a competitive compensation package that includes base salary, a discretionary annual bonus voted on by the Board of Directors, relocation, and a benefits package that includes the following highlights:

- 401k: NEEP pays dollar-for-dollar match up to 5% of salary.
- Health: NEEP pays for 70% of the cost for an HMO or PPO plan for employees and family.
- Dental & Vision: NEEP pays for 60% of the cost for any type of coverage.
- PTO: NEEP uses PTO instead of holidays, vacation, and sick time. Employees receive 32 days per year to be used at his/her discretion.

TO APPLY

Interested candidates should submit a cover letter and resume no later than September 25, 2020 to: jgallo@mfpplc.us

Joyce Ann Gallo
Mycoff Fry Partners LLC
PO Box 1310
Conifer, CO 80433
(800) 525-9082

NEEP is an Equal Employment Opportunity/ADA Employer

