

DIRECTOR OF EFFICIENCY VERMONT



Reports to: Executive Director
Department: Executive
Date Approved: October 16, 2009

JOB SUMMARY: (What is done and why.)

The Director of Efficiency Vermont will be responsible for executive management, leadership, and oversight of Efficiency Vermont (EVT) service delivery, strategic planning, marketing, policy, regulatory, and public affairs. The Director of EVT will have primary responsibility for the development, execution, and oversight of agreements with the state of Vermont and will serve to ensure EVT goals and objectives are met.

ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Directs, manages and leads EVT staff (both directly and through other supervisors) in all aspects of EVT work.
2. Establishes and is accountable for achievement of EVT program goals, objectives, milestones and metrics and leads the development of agreements with the state of Vermont.
3. Primary responsibility for resource allocation decisions for budgets and goals, including the development and execution of planning and budgeting processes.
4. Ensures that the mission, products, programs, and services of Efficiency Vermont are consistently presented in a strong, positive image to relevant stakeholders, and serves the capacity as the official spokesperson for EVT
5. Leads EVT Operations & Long-Term Planning teams and is responsible for the EVT Annual plan.
6. Responsible for regular communications with internal stakeholder groups.
7. Directly supervises, mentors and leads Directors of Business Energy Services, Residential Energy Services, Key Accounts Marketing, Customer Service, Policy and Public Affairs as well as the Acting EVT Operations Manager.
8. Participates as a member of the VEIC Executive Leadership Team
9. Collaborates with the Executive Director and the Executive Leadership Team to assure alignment of EVT strategic direction with VEIC strategic direction.
10. Leadership and dedicated commitment to the pursuit of VEIC mission, vision, and core values.

KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. Masters degree in business administration and a minimum of ten years of management experience, including executive leadership, staff supervision, contract management and negotiation, budget management, communications and the ability to

develop and attain goals or a similar combination of education and experience from which comparable knowledge and skills have been acquired. Minimum of five years of experience in the management and supervision of senior managers focused on operations in a large organization (annual budget of at least \$25 million).

2. Demonstrated ability to manage all aspects of large, complex projects – including leading multiple departments, interacting with clients, maintaining project/program budgets, holding staff accountable to program goals, and overseeing all aspects of project work.
3. Excellent strategy, analysis, planning, and decision-making experience.
4. Superior leadership skills in collaborative and team environments.
5. Superior communication skills for public and internal audiences including writing, speaking, and presentation skills, motivational messaging, public relations and media communication skills,
6. Excellent understanding of quality management, improvement and continuous learning processes, and demonstrated ability to develop and implement systems to improve performance.
7. Strong skills in interpersonal relations, assessing individual strengths and weakness, political savvy, managerial courage.
8. Demonstrated ability to be organized, detail-oriented, accurate, and able to handle multiple tasks and competing priorities.
9. Knowledge of energy efficiency program design and service delivery is preferred.

WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal- Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External- Regular travel within Vermont is required. Occasional travel to represent program in regional/national forms is expected.

PHYSICAL DEMANDS: (The physical effort generally associated with this position.)

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer screen. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work may include occasional pushing, pulling, or carrying objects weighing of approximately 40 pounds such as files, documents, and computer printouts. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.