



Efficiency First Executive Director Position Opening

Efficiency First, Inc., the national trade organization representing the home performance industry, is seeking an Executive Director in Washington, DC. The Efficiency First and Home Performance Resource Center Boards of Directors are accepting applications from candidates interested in applying for this position. The position will remain open until filled. Information about Efficiency First can be obtained at www.efficiencyfirst.org.

General:

The Executive Director (ED) is the senior officer of Efficiency First 501 (c) (6) and its associated 501 (c) (3) organization, the Home Performance Resource Center (HPRC), and is responsible for overseeing the day-to-day operations of the organization, developing and managing the budget, managing all staff, and implementing organizational and public policies as may be adopted by the Board. The ED is the senior manager overseeing the work of all Efficiency First and Home Performance Resource Center staff including the San Francisco office staff.

Policy and Politics:

The Executive Director will participate in policy positions development and provide coordination for the Policy Committee, as well as communication to Efficiency First's Executive Committee and Board of Directors of Efficiency First and the Home Performance Resource Center. The ED will develop peer relationships with the executive management of relevant trade associations and not for profit organizations, and maintain relationships with relevant federal agencies and officials. The ED is also responsible for overseeing all state policy efforts and the development and dissemination of policy tools for use by EF chapters. The ED will also be responsible for outbound communications to members, policy makers and the public at large.

Organizational:

The ED is an officer of the organization, and thus serves as the senior staff member to the EF Executive Committee and Board. The ED shall ensure that EF and HPRC operate in compliance with their duly adopted Bylaws, Policies, and Operating Rules in addition to all federal policies related to its 501 (c) (6) and 501 (c) (3) organizational entities. The ED shall institute and implement, subject to review and approval by the Board, such amendments to said Bylaws, Policies and Rules as shall reflect current best practice.

Membership Development

The core activity of EF is to build active and successful local chapters to support the organization's mission at the local, state and national levels. The ED is responsible for the design and implementation of chapter development and chapter support.

Financial/ Fundraising:

The Executive Director prepares the Annual Budgets for Board approval. The ED manages the overall annual budgets. The ED is responsible for developing and implementing fundraising activities consistent with the annual budget approved by the board; preparing grant applications; furnishing granting agencies with required progress reports; and establishing, subject to Board approval, policy related to membership dues and benefits. The ED will supervise the planning and execution of contractual activities of the HPRC.

Public Relations/Outreach:

The ED serves as the official spokesperson for Efficiency First and the Home Performance Resource Center at the staff level in consort with the Board Chairs and the members of the EF Executive and Policy Committee. The ED approves all Press Releases and media strategies. The ED makes public presentations about advancing home retrofits and represents Efficiency First to external entities.

Qualifications

- Bachelors Degree required with a public policy or management focus preferred. Efficiency First recognizes Institutions of Higher Education which are accredited by the Council for Higher Education Accreditation or an equivalent.
- Minimum of 10 years of experience working with public policy issues relating to energy efficiency in buildings including regulated utility programs.

Capabilities and Experience

Provide examples of your background and direct work experience that relate to the above job description and support the conclusion that you are best suited to serve as the Executive Director.

Travel Expectations

The ED will participate in state and national activities including conferences, regulatory hearings, organizational meetings, and other events.

References

Please provide the names and contact information for three references we can contact on projects directly related to the work described in this document.

Salary and Benefits

Salary is commensurate with experience. Efficiency First benefits include holidays, vacation and personal days, and health insurance coverage.

Submission Requirements

Please provide a cover letter, resume, and references. Resume and cover letter to Efficiency First, EDsearch@efficiencyfirst.org.

Applications accepted until July 22st, 2011