



# Job Announcement

## Executive Director

**Location: Remote/work from home within an active CCA market in the US**

### What is LEAN Energy US?

Since 2011, [LEAN Energy US](#) has been a respected leader in the Community Choice Aggregation (CCA) field around the country. As a 501(c)3 non-profit organization, LEAN carries out its mission to expand the adoption of clean energy CCAs through outreach and education, state and local policy support, strategy development, regulatory and legislative affairs, and CCA program implementation. We are especially proud of our work in the State of California where CCAs now serve 25% of the investor-owned utility (IOU) market and are poised for further growth. In the last few years, LEAN has also provided policy and subject-matter support for CCA enabling efforts in the states of Arizona, Colorado, Virginia, Connecticut and Maryland.

LEAN works with a small team of professionals to provide CCA education, state and local advocacy support, and CCA formation services. We serve as a neutral educator and facilitator, leveraging expertise and lessons-learned to help communities achieve their CCA objectives with greater certainty of specific economic and environmental outcomes. We track the market and serve as an information and resource hub for CCA around the country.

### What Do We Need?

LEAN is nearing its 10-year anniversary and is ready to grow into its next chapter! We are seeking a talented and motivated individual to re-energize the organization and design/implement its future as a national leader in Community Choice Aggregation (CCA), offering subject-matter expertise, outreach and education, market research and data resources, and support for states and communities considering or implementing CCA.

In the role of Executive Director, we are seeking a “jack of all trades” leader who understands and espouses the values of community choice – market competition, customer choice, affordable rates, and clean power integration and innovation. We’re looking for a roll-up-your-sleeves person who is a high-level strategist, communicator, coalition builder, people and organization manager and an effective fundraiser. Yes, there’s a lot to do, but the opportunity is full of creative possibility, personal flexibility and potential for growth.

### **Primary Responsibilities**

*Manage the day-to-day organization.* Oversee a team of folks who work remotely including an office manager who handles bookkeeping, LEAN’s website and administration as well as a small crew of contractors in the areas of marketing, project management, legal and regulatory affairs.

*Expand and activate the Board of Directors.* Currently, the Board is very small and Board meetings are held twice/year via conference call with individual communication and follow up as needed. Lots of opportunity for growth and development here.

*Reimagine and grow the organization.* Conduct surveys and interviews with current and past Board members, industry leaders and partners to inform a new strategy and direction for LEAN's next chapter.

*Oversee and lead fundraising.* As a 501(c)3 organization, LEAN relies on grants, donations and corporate contributions to keep its doors open and to fund its initiatives. Depending on level of expertise and capacity, revenue from professional services may also be in the mix. LEAN has a group of dependable funders but work is needed to expand its funding base and seek out grant opportunities.

*Deepen and expand CCA networks in CCA states.* Part of LEAN's value is in developing and leveraging CCA relationships to inform and connect interested parties around the country. This includes CCA practitioners, legislators, local governments, NGOs, businesses and others who wish to advocate for or implement CCA in their state or region. Areas of opportunity include regional calls or meetings and, potentially, reconsidering the value of a national CCA conference.

*Advocate for and support CCA authorizing and expansion efforts.* LEAN does this in a variety of ways including participation in regulatory dockets and, in limited fashion, legislative efforts, connecting state and local stakeholders, and supporting legislators and NGOs that need strategy and subject-matter expertise.

*Monitor and Inform.* Another aspect of LEAN's value is monitoring what's happening with CCA around the country and sharing information through a variety of mediums. An area for opportunity is developing and maintaining a database of "CCA indicators" – e.g. rate savings, GHG reductions, % renewable, various influencing policies, innovative programs, population served by CCAs, etc. and then issuing a "State of the Industry" report each year.

## **Qualifications**

- An understanding of CCA and how it works in various markets around the country
- An understanding of energy markets, utilities, and policy constraints within which CCA exists
- Collaborative executive style to manage the Board of Directors, team members, vendors, clients, finances, special initiatives, and LEAN's brand/reputation.
- Proven track record with grant writing and non-profit fundraising
- Strategic planner and fearless change agent
- Excellent verbal and written communication skills:
  - Written – web content, reports, newsletters, proposals, general business communication
  - Interpersonal – effective relationship builder and influencer
  - Public speaking – Large and small audiences, legislative bodies, in person and virtual
- Strong analytical skills with understanding for how to conduct/present market research
- Strong work ethic; comfortable taking initiative and tackling challenges
- Ability to act with integrity and professionalism at all times

- Proficient with Microsoft office suite including extensive use of excel, power point and project management software.
- Minimum 5 years' experience in the CCA field and relevant non-profit management experience
- Undergraduate degree required, masters in relevant field preferred.

### **Equal Opportunity**

LEAN Energy US provides equal employment opportunities and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

### **Compensation**

This position is part-time/contract in the amount of \$60,000 for the first 6 months or until fundraising has been completed to expand the position to permanent, full-time. Compensation for full-time employment is \$120,000-\$165,000 per year commensurate with experience. As a contract position, benefits are not currently offered; however, the Board is open to providing benefits once the position transitions to employee status, pending a successful fundraising effort.

### **Licenses/Certificates**

Possession and continued maintenance of a valid class C driver's license, automobile insurance and a safe driving record.

### **Working Conditions**

This position is remote/work from home and requires typical activities of an office environment – sitting, standing, computer work, in person and online meeting participation, occasional carrying of objects, and occasional travel by car, plane, train, etc.

### **How to Apply**

Candidates should send a succinct cover letter and resume with 3 references to [info@leanenergyus.org](mailto:info@leanenergyus.org) by **November 20, 2020**. The preferred start date for the position is January 4, 2021. The position will remain open until filled.