



## **Local Energy Alliance Program Executive Director Job Description**

### **Introduction**

LEAP is a nonprofit organization whose mission is to strengthen Virginia communities by stimulating clean energy investment. LEAP does this by installing energy efficient and renewable energy technologies in residential buildings. LEAP works directly with property owners as well as stakeholders in government, business, utilities, and other nonprofits to help create a sustainable energy future for the communities we serve. See [leap-va.org](http://leap-va.org).

LEAP currently has offices in Charlottesville and Fairfax, VA. Our work is focused on four programs: home energy evaluations, energy efficiency project management, Home Performance with ENERGY STAR, and Solarize. The first three focus on diagnosing and installing energy efficiency projects, and the last on the installation of solar energy systems through group purchasing campaigns in participating communities. LEAP's business model is evolving from primarily grant-based funding to a program revenue base with supplemental support from grants and donations.

### **Executive Director Position**

LEAP seeks a mission-focused and strategic business leader for its next Executive Director (ED). A passion for the cause and demonstrated leadership skills are essential. Interested candidates should have proven experience in leading and growing an organization, business development, grant writing or fundraising, and must be willing to wear many "hats" in moving the organization forward. An immediate priority will be to ensure that LEAP programs deliver the results needed to realize the organization's sustainable revenue vision.

The ED must also possess the communications and leadership skills to bring out the best in LEAP's technically-skilled and committed staff. This will include balancing sensitivity to individual roles and responsibilities with bottom-line focused discipline. The ED must cultivate and maintain close and collegial working relationships with staff and the Governance Board, and should be able to work with diverse stakeholders in Virginia's wider clean energy arena.

### **Education**

Bachelor's degree required, advanced degree preferred. Credentials in clean energy a plus.

### **Work Experience**

5-10 years progressive professional experience, including senior management responsibilities, in nonprofit or for-profit organizations; experience in energy efficiency and/or renewable energy is a plus. Experience with local/state/federal government programs, utility energy efficiency programs, residential construction, or real estate helpful. Other areas of relevant experience could include: housing, finance, public health, collaborating with large employers.

### **Desired Skills and Qualities**

- Leadership in driving results and growth from a strategic vision
- Managing a multifaceted organization
- Competence in financial planning and budgeting
- Fundamental grasp of policy and implementation issues in residential energy efficiency and renewable energy
- Experience with/willingness for development and fundraising
- Drive, determination, and entrepreneurial spirit

### **Primary Job Responsibilities**

- Update LEAP's strategic plan and implement the necessary processes to achieve it, working with the Governance Board and staff
- Ensure the organization's financial health through financing planning and budgeting, development and execution of operations and marketing plans, and systems for project and grant reporting
- Cultivate and write grant funding proposals and perform other development activities
- Represent LEAP at conferences, media interviews, community meetings, and other events
- Cultivate the values of LEAP within the organization and set a positive tone
- Recruit and manage LEAP staff
- Cultivate and maintain positive and collaborative relationships with key stakeholders, including local governments, state agencies, utility companies, and other public and private entities

### **To Apply**

- Qualified candidates should apply by sending a cover letter and resume to [LEAPVA.Board@gmail.com](mailto:LEAPVA.Board@gmail.com).
- Compensation and benefits will be offered to the successful applicant commensurate with qualifications and experience
- Closing Date for applications is July 1, 2015
- LEAP is an Equal Opportunity Employer