**Executive Director**

**Virginia Renewable Energy Alliance (VA-REA)**

The Virginia Renewable Energy Alliance (VA-REA) is searching for an Executive Director, effective immediately, to support its policies and objectives.

**VA-REA**

The Virginia Renewable Energy Alliance (VA-REA, or, the Alliance), is a 501(c)6 non-profit trade organization based in Richmond whose members include utility, wind, solar, advocates, and others with a shared purpose of advancing renewable energy in Virginia. Since 2015, the Alliance’s primary functions have included providing networking and educational events that support its members and the broader industry. The organization’s revenue sources are membership dues and registration and sponsorship income from events.

**Secure Futures, LLC**

Secure Futures, LLC provides management services under a two year management agreement (“Management Agreement”) with VA-REA, including the hiring and support services for the Executive Director. Secure Futures is a B-Corp certified solar development company with offices in Staunton and Richmond, VA. Secure Futures health and other personnel benefits and policies will apply to the ED. The ED is accountable to the CEO and COO of Secure Futures for performance on the measurable results for the Management Agreement with VA-REA, will coordinate with the Customer Solutions Manager of Secure Futures regarding VA-REA events, and remains accountable to the VA-REA board of directors for faithfully executing board policies and objectives within the approved budget.

**Executive Director**

The ideal candidate will use a strategic mindset, understanding of the Virginia renewable energy industry, and interpersonal skills to drive the future success of the non-profit organization by aligning diverse members under one vision. With responsibility for all program areas, and with very limited staff and financial resources, this candidate will execute all areas of need for the organization including management in the following areas: fiscal, operational, program development, community relations, and board relations.

**Apply with resume and a letter of interest to Maggie Davison at maggie@securefutures.solar**

**Responsibilities**

* Annually create a strategic organizational plan and overall budget
* Organize and lead key statewide events and a statewide Clean Energy Summit
* Create and maintain relationships with individuals and organizations to facilitate success of organization's financial future and membership development
* Prepare agendas, reports, and materials for board and committee meetings

**Qualifications**

* Previous management or board of director experience
* Successful fundraising and membership development experience
* Experience in large-scale program development

Candidates will work a minimum of a 30 hour work week, and preference will be given for full-time candidates.  Modest salary commensurate with experience, plus full health benefits and PTO.  This position is well suited for someone with experience and early in their professional career or retired.

**SEE FULL JOB DESCRIPTION AND KSA's BELOW**

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**Executive Director**

The Executive Director (ED) manages the operations and implements board objectives, within a board-approved budget, and in coordination with the Secure Futures management team.  The foremost responsibilities are to faithfully execute the Management Agreement objectives outlined in the Secure Futures Management Agreement with VA-REA, and to implement policies and directives of the VA-REA board and board committees.  This will be a two year appointment, starting with a six month trial period, with possibility for continuation based on performance and in growing VA-REA’s membership, statewide visibility, operating revenues and balance sheet.

The ED is expected to work out of the Secure Futures office one day out of every two weeks, and out of the Richmond office the other days, to assist in coordination of management and event planning functions for VA-REA.  The ED will work primarily out of the Secure Futures offices in Richmond at the Gather shared office space, 313 E. Broad Street, Richmond, VA.

Duties and activities of the ED include but are not limited to the following:

* Planning and executing events such as conferences and member call-ins, including negotiating contracts and services on behalf of the Alliance and partners; standing events of note include
* LEAD-Series conferences hosted by VA-REA: these events, attracting 60-90 attendees have been organized on topics including Virginia policy, market drivers, higher-education engagement, and workforce development; currently, two LEAD conferences are planned for 2020
* The Virginia Clean Energy Summit, where VA-REA serves as the convener and general manager of this collaborative production co-hosted by VA-REA and other Virginia clean energy NGOs: the one-day September 2019 Summit in Richmond attracted 400 attendees and included a major policy announcement by the Governor; the 2020 Summit will span two days
* Staffing all committee and board meetings, including preparing documents, preparing meeting notes, and implementing board and committee decisions;
* Build the organization’s brand and prestige, including speaking with the general public, industry partners, government agencies, academic and workforce organizations, advocacy groups, and others;
* Managing the public face and direct outreach of the Alliance, including website maintenance, an active social media presence, newsletters, print and electronic collateral, and other support services;
* Recruiting  new members in consultation with Board members, retaining existing members, developing VA-REA collateral materials, meeting with prospective members, and engaging members directly to demonstrate the value of membership;
* Drafting and submitting annual reports on the activities of the Alliance;
* As requested, leading meetings and events as the spokesperson of the Alliance;
* Drafting annual budgets in consultation with Secure Futures COO and VA-REA Budget and Executive committees; and
* Maintaining accurate records in support of general accounting.

The ideal candidate will have

* Familiarity with key players, market drivers and policy issues in the Virginia renewable energy field;
* Understanding of and experience with the staff/board relationship, either as a board member or as senior staff reporting to a board of directors;
* Exceptional project management experience overseeing highly-complex undertakings lasting many months and involving multiple parties;
* Skills in multi-tasking to achieve results with limited staff or financial resources;
* Proficiency in Microsoft Office and in using Excel for budgeting and planning; and
* Extroverted personality who thrives in networking, sales and public speaking.

Candidates will work a minimum of a 30 hour work week, and preference will be given for full-time candidates.  Modest salary commensurate with experience, plus full health benefits and PTO.  This position is well suited for someone with experience and early in their career or retired, who is excited about growing an organization and willing to work hard to make it happen, and willing to accept modest compensation with performance-based bonuses.