

# Energy CENTS Coalition

## Position Description



**Job Title:** Executive Director

**Classification:** Regular, Exempt

**Salary Range:** \$115,000 - \$135,000

**Reports To:** Board of Directors

**Date Created/Revised:** 8/15/23

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### About Energy CENTS Coalition

Energy CENTS Coalition (ECC) members recognize the need to confront utility practices, promote regulatory policies, and encourage legislative bodies to create solutions to the problems that unaffordable energy costs impose on low-income people and communities. ECC promotes equitable energy policies, advocates for lower residential utility rates, and administers bill-payment and conservation assistance programs.

ECC has leveraged over \$400 million in non-federal resources for low-income energy consumers, including expanded low-income conservation program funding, the establishment of statewide gas and electric utility bill payment programs, and low-income electric rate discounts. More information can be found at [www.energycents.org](http://www.energycents.org).

### Position Summary and Overview

The Executive Director of Energy CENTS Coalition will oversee, advance, and manage the work of the organization in fulfillment of our mission to promote affordable utility service for low and fixed-income people, to ensure the necessity of energy to all citizens, and to encourage the participation of low and fixed-income citizens in energy issues and energy related decision-making. The Executive Director reports to the Board of Directors and leads a team of seven staff and two contracted energy auditors.

### PRIMARY RESPONSIBILITIES

**Policy and Advocacy:** Develop effective policy solutions relevant to low-income energy consumers; prepare written and oral comments and testimony in proceedings before the Public Utilities Commission and legislative committees; advocate for responsive utility bill payment and energy conservation assistance programs.

**Board Governance:** Work with the Board and committees in support of the mission as well as organizational and financial stability; communicate effectively with the Board and provide necessary information including regular financial statements for the Board to make informed governing decisions.

**Financial Management and Operations:** Ensure Energy CENTS Coalition's sound fiscal management and financial sustainability; work with staff to prepare and present annual budget, develop program budgets, and monitor all fiscal operations to confirm compliance with all contracts, laws, and policies; develop and implement administrative policies and procedures as needed.

**Personnel Management:** Effectively lead, manage, and support all staff, contractors, and volunteers; create a collaborative environment to leverage staff knowledge and expertise and create opportunities for staff leadership and advancement; support an inclusive work environment and foster a culture of respect and accountability; oversee all processes such as hiring, separation, staff development, performance reviews, and compensation packages; develop and implement HR processes as needed.

**Outreach and Community Engagement:** Partner with allies, community members, and stakeholders to address issues critical to the mission; participate and provide leadership in relevant coalitions or collaborative efforts; develop outreach efforts to further awareness of assistance programs and to promote equitable energy initiatives.

## **QUALIFICATIONS**

- Five or more years' experience in a nonprofit leadership role.
- Ability to make concise and compelling written and oral arguments in public forums, respond to proposed legislation, and present testimony to legislative bodies and regulatory agencies.
- Working knowledge or experience with regulatory proceedings and regulated industry in general. Experience with the Minnesota Public Utilities Commission or Minnesota Department of Commerce is preferred.
- Deep and demonstrated commitment to advocating on behalf of and assisting low-income households.
- Legislative experience or familiarity with the legislative process.
- Policy and/or advocacy experience grounded in work with low-income households.
- Strong negotiation skills.
- Familiarity with, and interest in, technology and its ability to advance the work of the organization.
- Knowledge of foundations, grant writing, and fundraising.

## **HOW TO APPLY**

To apply, send a cover letter, including a statement explaining why you want to work for a low-income advocacy organization, resume, and three professional references as one .pdf document. Send the document to [melissa@mightyconsulting.org](mailto:melissa@mightyconsulting.org) by 5PM on Friday, October 6th. Questions about the search can be directed to Melissa Martinez-Sones at [melissa@mightyconsulting.org](mailto:melissa@mightyconsulting.org) or 651-808-3409.