



## Position Announcement: Executive Director

Salary Range: \$115,000 - \$135,000 plus benefits

### 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. The primary responsibility for the Executive Director is to advocate on behalf of low-income utility customers before the Minnesota Public Utilities Commission and the Minnesota Legislature. Qualified applicants must have experience in related public policy fields and the ability to communicate ECC's positions, in writing and orally, to regulatory bodies, State Agencies, and legislative committees. The Executive Director reports to the Board of Directors and works with a team of seven staff.

### 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.

### SECONDARY RESPONSIBILITIES

- **Board Governance:** Work with the Board and committees in support of the mission as well as organizational and financial stability and to inform the Board's governing decisions.
- **Financial Management and Operations:** Work with accountant and program managers to ensure Energy CENTS Coalition's sound fiscal management and financial sustainability.

- **Personnel Management:** Work with the Associate Director to effectively lead, manage, and support all staff; create a collaborative environment to leverage staff knowledge and expertise and create opportunities for staff leadership and advancement.
- **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 stakeholder processes.

## QUALIFICATIONS

- 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.
- Deep and demonstrated commitment to advocating on behalf of and assisting low-income households.
- Policy and/or advocacy experience grounded in work with low-income households.
- Strong negotiation skills.
- Legislative experience or familiarity with the legislative process.
- Experience in non-profit sector.
- Knowledge of foundations, grant writing, and fundraising.
- Working knowledge or experience with energy policy and low-income energy programs is preferred.

## HOW TO APPLY

The position will remain open until filled with applicant screening on an ongoing basis. To be considered for the next screening, send your application by Friday, December 1<sup>st</sup>. 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. Applications should be sent to [melissa@mightyconsulting.org](mailto:melissa@mightyconsulting.org). Questions about the search can be directed to Melissa Martinez-Sones at [melissa@mightyconsulting.org](mailto:melissa@mightyconsulting.org) or 651-808-3409.