



## Position Description: Director of Energy Programs

**Date:** July 2021  
**Department:** Energy Programs  
**FLSA:** Exempt, full-time  
**Reports To:** Executive Director  
**Pay Range:** \$65,000 - \$75,000

The Director of Energy Programs is a highly organized leader who can manage, coach, and teach others, building an effective and efficient team. This leader must be capable of working independently while paying great attention to detail, be a proficient communicator and present complex information in a simplified manner. The Director will manage the organization's efforts to promote our direct bill payment and infrastructure assistance programs, with a focus on addressing the underlying causes of energy insecurity and its impact on the environment. The Director will collaborate with the leadership team to generate reports, review and analyze the performance of our programs, as well as continue to develop partnerships and collaborate with outside organizations, utility companies, and fuel banks.

### **SUMMARY OF RESPONSIBILITY:**

The Director of Energy Programs oversees Operation Fuel's energy program staff, the fuel bank network and all energy assistance programs, which include fuel and utility assistance, Home System Repair & Replacement, Homeless Intervention and Prevention, Water Utility Assistance and Better Homes and Buildings Program. The Director of Energy Programs reports to the Executive Director and serves as a thought partner, in collaboration with the leadership team, to assist with organizational development, analysis and implementation of advocacy strategies, agency priorities, partnerships, policy and infrastructure.

This is a full-time position, 37.5 hours per week, with competitive salary and benefits. There are occasional evening/weekend hours for special events.

### **Essential Functions:**

- Lead the energy programs team to implement and grow the energy assistance programs:
  - Oversee the statewide fuel bank network, managed by the Assistant Director of Energy Programs. This includes recruiting, maintaining, and developing volunteer fuel banks; planning and executing statewide and regional fuel bank network meetings; assisting with fuel bank fundraising, as appropriate; recognizing the fuel bank network as one of Operation Fuel's most important customers and providing excellent, responsive customer service; and troubleshooting and negotiating with fuel banks.
  - Collaborate with the Public Portal Coordinator & Data Specialist to consult with the portal vendor to maximize client utilization and reporting; keep system up to date with program

rules/regulations; and prioritize program data analysis and evaluation.

- Utilize the skills of the Program Support Specialist to become the forward-facing customer service agent and to support the team in an administrative capacity.
- Engage the Assistant Director to lead the program team in high-level administrative role by ensuring smooth daily operations; implementing systems and structure needed for program success; promoting a positive culture and climate; and leads collaboration across OPF departments
- Perform building “walk-through” and identify energy conservation measures in residential housing; develop scopes of work for consulting HVAC partners and manage those relationships; partner with leadership team on varying levels of projects and reporting, analyze and assess economic impacts of utility rate structures.
- Conduct research about vendors; secure bids; maintain vendor relationships; collaborate with the leadership team to analyze data and produce reports; hire and supervise program staff.
- Provide input with development and implementation of policy agenda; build and direct strong, well-designed, well-defined programs to promote Operation Fuel and its programs. Represent organization in conferences, panel discussions and/or television interviews.
- Serve on commissions and boards, relevant to the mission of the organization.

**QUALIFICATIONS AND COMPETENCIES:**

- Bachelor’s degree in a related field required; Master’s degree preferred
- 3-5 years administrative/managerial experience in the nonprofit sector
- 3-5 years experience in program planning, administration, and evaluation, with strong understanding of energy and/or environmental policy
- Strong computer, digital skills are required
- Strong organizational skills, the ability to manage multiple tasks, exceptional written and verbal communication and presentation skills
- Demonstrated experience building consensus with diverse groups
- Demonstrated commitment to cultural competence; previous experience with economically disadvantaged populations
- Demonstrated ability to manage operations on a statewide level
- Supervisory experience and analytical skills
- Proficiency using Microsoft Office software; database management experience and web-based applications
- Flexibility in meeting competing demands; ability to present information concisely and effectively, both verbally and in writing
- Ability to travel in-state; car and valid driver’s license required
- Ability to follow all CDC and Operation Fuel office guidelines for the prevention of COVID-19

**TO APPLY**

Send cover letter and resume to Troylyn Grimes at [troylyn@operationfuel.org](mailto:troylyn@operationfuel.org).

Closing date is Friday August 13, 2021.