

The NH Sustainable Energy Association
Executive Director Position

Founded in 2005, NHSEA's mission is to promote clean energy and technologies through education and advocacy for a stronger economic future. We envision businesses, institutions, and households in New Hampshire having the resources to be leaders in the innovation, deployment and regulation of renewable, sustainable, and/or efficient sources of energy for the purposes of electricity generation, heating and transportation.

NHSEA has earned its reputation as the preeminent advocate for sustainable economic growth and development through the advancement of clean energy and technologies in New Hampshire. NHSEA is working to be recognized and respected across New Hampshire as an effective advocate for and facilitator of a lasting clean tech economy. Later in 2018, NHSEA will undertake a rebranding and marketing effort, in recognition of the broader agenda and focus of our work in advocacy and education. We have made significant progress and expect to continue on this pathway of leadership and success.

Job Description

The Executive Director (ED) will be responsible for coordinating all NHSEA operations out of our current office location of Concord NH, although future office location is flexible. This includes managing staff, organizational development, fundraising, policy intervention, outreach, events, and other initiatives related to advocacy and education on sustainable energy in NH. The Executive Director reports directly to a 10-member Board of Directors (Board). In addition, the ED will work closely with the Program Director, other staff members and NHSEA's many working groups. NHSEA manages the Local Energy Solutions Work Group, the NH Wood Energy Council, Drive Electric NH, and co-manages NH's Annual Energy Week. The job will specifically include the following responsibilities:

Administration

The ED provides oversight and management of all non-profit operations and staff. The ED works closely with the Board and its sub-committees to implement NHSEA's three-year strategic plan and annual work plan, including the rebranding and marketing effort. The ED assists the Board with development of existing Board members and attracting new Board members.

Leadership & Collaboration

The ED takes the lead in maintaining existing and cultivating new statewide energy stakeholder relationships. The ED leads the development of a coordinated approach with fellow stakeholders regarding key policy issues, and advocacy with NH executive and legislative leaders. The ED promotes NHSEA's role as the leader in clean energy advocacy and education.

Event Coordination

Working closely with Staff and the Board, the ED develops and coordinates an annual events calendar of activities including, but not limited to, workshops, webinars, member events, the annual Local Energy Solutions conference, and other public outreach opportunities.

Communications

The ED is NHSEA's spokesperson. The ED oversees all communications and marketing activities, and works closely with Staff to implement NHSEA's marketing plan. Communications activities include but are not limited to a monthly newsletter, and maintaining an interactive, dynamic and accurate website and social media presence, earned media, member outreach, etc.

Membership

The ED develops plans for increasing organization membership (and retaining existing members) including business members and sponsors.

Fundraising

The ED leads NHSEA's fundraising efforts, with support from staff and the Board. These fundraising efforts include membership, sponsorship, and large donor development, revenue from events, contracted services, and grant writing to charitable foundations and agencies.

Qualifications

The ideal candidate will have experience in non-profit management or trade association work and proven familiarity with matters relating to clean energy and the state of New Hampshire's clean energy laws, regulations, policies and markets. The candidate must demonstrate an informed passion for the mission while maintaining a non-partisan, patient and tactical approach to the process of change, and must specifically have working knowledge of state legislative and regulatory processes and key leaders therein.

The ideal candidate must be highly organized and detail-oriented, flexible and confidently able to manage a small, talented team. Excellent communication skills are essential; the candidate must have strong oral advocacy skills and be able to write well for both policymakers and the press. The ideal candidate must also be experienced and effective in presenting policy positions to the legislature and public.

NHSEA offers a competitive salary and benefits package that is commensurate with experience and qualifications.

How to Apply

Interested candidates should submit a cover letter, resume and contact information for three references to NHSEA, 54 Portsmouth Street, Concord NH, 03301, or email to info@nhsea.org.

Applications will be accepted until the position is filled. NHSEA is expecting to fill the position in June 2018. Please, no phone calls.