



POSITION PROFILE

Executive Director

Northeast Energy Efficiency Partnerships

Boston, MA



ABOUT NORTHEAST ENERGY EFFICIENCY PARTNERSHIPS

Northeast Energy Efficiency Partnerships (NEEP), founded in 1996, is a regional nonprofit that works to accelerate energy efficiency, electrification, and grid flexibility in the building sector as a core strategy to reduce climate pollution and build an affordable, sustainable, and resilient energy future. This supports our region’s long-term shared goal to reduce carbon emissions by at least 80% by 2050. NEEP has an employee hub in Massachusetts, with staff in locations around the region. As a remote-first organization, employees are welcome to work in any of NEEP’s 13 states and jurisdictions in the Northeast and Mid-Atlantic region.

NEEP is one of six Regional Energy Efficiency Organizations (REEOs) funded, in part, by the US Department of Energy to support and accelerate energy efficiency policies and programs. To achieve its mission, NEEP brings together a number of diverse partners in the energy field across the Northeastern and Mid-Atlantic states (West Virginia to Maine) including government officials, efficiency program administrators, advocates, researchers, community leaders, utilities, industry, and others.



Vision

We envision the region's homes, buildings, and communities transformed into efficient, affordable, low-carbon, and resilient places to live, work, and play.

Mission

NEEP drives regional collaboration so that the Northeast and Mid-Atlantic can equitably and affordably reduce building sector greenhouse gas emissions through energy efficiency, electrification, and grid integration.

Approach

Drive market transformation regionally by fostering collaboration and innovation, developing research and tools, and disseminating knowledge.

2030 Market Transformation Goals

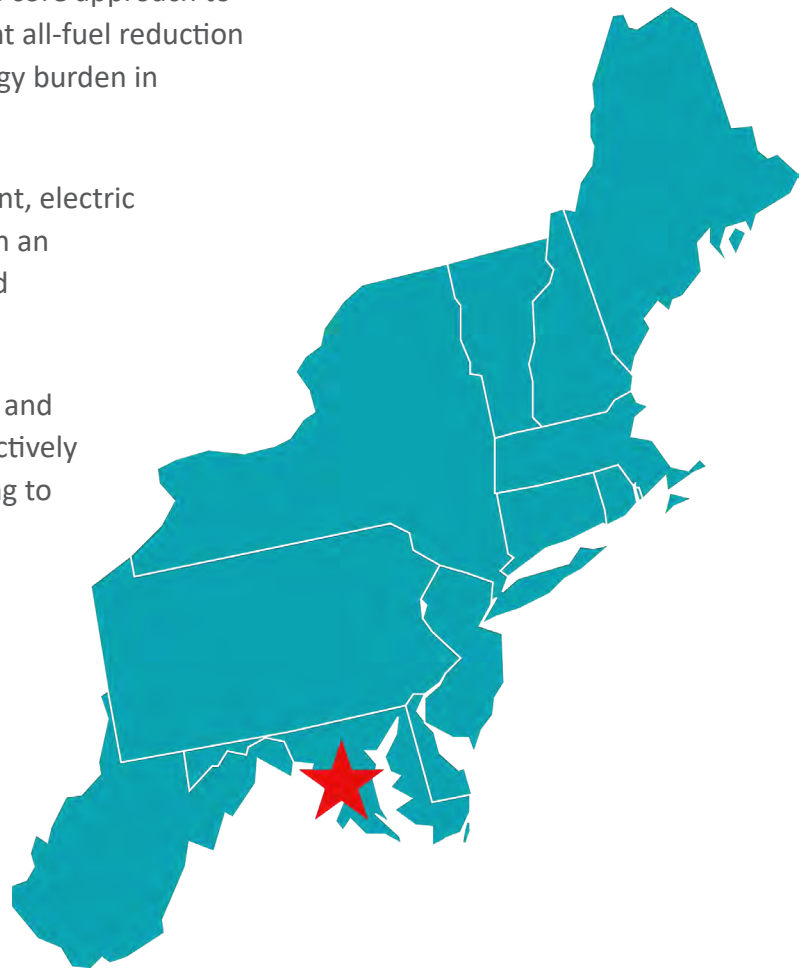
The region prioritizes energy efficiency as the core approach to building decarbonization, achieving consistent all-fuel reduction with a focus on approaches that reduce energy burden in disadvantaged communities.

The regional market shifts to primarily efficient, electric building and transportation technologies with an emphasis on equitable uptake in underserved communities.

States and utilities are implementing policies and scalable, equity-informed programs that effectively engage homes, buildings, and vehicle charging to serve as flexible load.

The region is growing and retraining the energy efficiency and building and transportation electrification workforce with workers reflecting the region in race, ethnicity, and gender diversity.

Please visit the [Northeast Energy Efficiency Partnerships website](#) for more information.



THE OPPORTUNITY

NEEP seeks its next Executive Director to function as the chief executive and continue the organization's visionary leadership. The Executive Director serves as the face of NEEP and must bring a compelling vision, implement strategic direction, and foster strong coalitions with a variety of partners and Allies. The Executive Director sets the professional tone for the entire organization and is expected to ensure continued success and positive organizational progress and change. The Executive Director must be a proactive communicator who is comfortable and capable of securing continued financial support from new and existing funders. The Executive Director will be a strong leader that is representative of the communities NEEP serves and will work with the Board and key partners to anticipate emerging trends and opportunities and ensure NEEP is a key leader in the energy efficiency space.

This is a key time for building energy efficiency and electrification, as climate change, the need to equitably decarbonize our economy and transition our workforce, the emergence of technologies, and federal and other funding are all accelerating rapidly. The Northeastern and Mid-Atlantic region leads the United States in this change, and NEEP is a recognized leader in this market. This position offers a tremendous opportunity to make a truly meaningful impact.



The Executive Director manages a \$5 million annual budget, reports to a 12-member Board of Directors, and leads a 24-person team. In addition to driving strategy, other responsibilities for the Executive Director include:

Mission and Strategy

- Work with a coalition of Allies and partners, staff, and the Board of Directors to develop, update, and evaluate the organization’s strategic and annual plans and aligned work-plans.
- Ensure the organization builds and implements programs which effectively advance its mission.
- Establish a clear vision and plan for the continued growth and impact of NEEP.

Fundraising and External Relations

- Serve as the principal leader, representative, and primary spokesperson to the greater community, including but not limited to state and local government agencies, community agencies, constituent groups, corporations, and media.
- With board and staff support, serve as the organization’s lead fundraiser with foundations, organizations, and individuals.
- Represent the organization in the media, increase public awareness, and broaden the organization’s reputation to strategic constituents.
- Manage relationships with funders, media, and other partners.
- Oversee preparation and presentation of annual budgets and action plans to the Board consistent with approved strategic plan and action plans to Board and stakeholders.



Staff Leadership

- Lead the Senior Management Team, building a strong inclusive culture among members that invites different viewpoints and results in clear business solutions, decision-making, and effective communication.
- Supervise, direct, and evaluate staff in the performance of their duties, being ultimately responsible for ensuring the quality and effectiveness of their work.
- Inspire a shared vision among staff and stakeholders aligned with the strategic vision and workplace culture of NEEP.
- Create an inclusive environment and positive culture where staff is engaged, achievements are communicated and recognized, and individual and collective accountability and teamwork is fostered.
- Build strong relationships in a virtual team environment, promoting communication, collaboration, and belonging across the organization.

Program Development and Implementation

- Oversee preparation of annual business plans for Board approval to guide organizational performance consistent with NEEP's Board-approved strategic plan.
- Oversee implementation of Board-approved annual business plans.
- Provide strategic leadership and ideas for the organization as a whole, engaging staff, Board, and stakeholders in effective planning efforts.
- Supervise planning and executing the effective deployment of program activities - supporting initiative and campaign priorities, participating in regular assessment of existing programs and new opportunities, communicating impacts and success, and managing special projects to grow or enhance organizational effectiveness.



Planning and Budgeting

- Oversee preparation and presentation of annual budgets and business plans to the Board consistent with the approved strategic plan.
- Ensure that the organization develops sound annual budgets and fundraising plans and builds the organization's financial strength and stability.
- Ensure legal and financial compliance and a strong, transparent fiscal position.
- Align the annual budget with action plan priorities, creating opportunities for participation and feedback from staff, Board, and stakeholders.
- Comply with performance measures established by the NEEP Board of Directors.

Board Relations

- Maintain a strong working relationship with the Board of Directors and act as a bridge between the Board and staff.
- Ensure effective engagement of all Board members through regular communication with the Board President and committee members, by preparing high quality Board materials, and through Board meeting coordination, presentations, and follow-up.
- Support the Board in recruiting new Board members and provide new Board member orientation.
- Ensure collaboration with staff and the Board and its committees through participation in meetings.

CANDIDATE PROFILE

Ideal candidates will display the following professional and personal qualities, skills, and characteristics:

- Experience in leadership and organizational management.
- Expertise in the energy industry that includes knowledge of energy efficiency, building and transportation electrification, utilities and utility regulation, renewable energy utilities, emerging technologies, and related market transformation opportunities aimed at wide scale building sector decarbonization.
- A visionary with a strategic thought process to be an advocate for NEEP's mission and vision, lead NEEP and set the course for the organization.
- Experience in building diverse partnerships, securing funding, and helping establish a culture of collaboration and teamwork.
- Ability to convey complex technical and industry issues to lay people and make positive impressions when addressing public groups.
- Proven ability to inspire, empower, motivate, communicate, and collaborate with employees and build bench-strength to drive results and assure organizational continuity.
- Demonstrated commitment and ability to promote diversity and equity within the organization, as well as a vision for an equitable energy future.
- Proven success in raising funds including grants from government, foundations, and corporations.
- Practical skill in program development and implementation.
- Previous experience in Northeastern and mid-Atlantic states.

- Understanding of and contacts with state and federal energy policy makers, especially those focused on energy efficiency and building decarbonization strategies, programs, and incentives.
- Budget management or other relevant experience.
- Strong commitment to a collaborative work style with partner organizations, Board, staff, and other key stakeholders.
- Ten or more years' experience in a senior leadership role.
- Strong verbal, written, technical communication, and presentation skills, including exemplary interpersonal skills and professional, polished, and charismatic oral and written communication talents.
- Proficient in Microsoft Office 365 (SharePoint, PowerPoint, Excel, Word) and remote collaboration tools (Slack, Zoom, Teams).
- Must reside in one of NEEP's 13 states or jurisdictions in the Northeast and Mid-Atlantic region.
- Position is exempt and scheduled 40 hours per week although additional hours including evening and weekend may be required.



COMPENSATION & BENEFITS

Salary for the role is currently anticipated to range from \$195,000 - \$220,000, commensurate with qualifications and experience.

NEEP offers a generous benefits package including health, dental, life, and disability insurance, personal time, and a generous matching 401(k) with an excellent work/life balance.

NEEP is committed to an organizational culture of inclusion, diversity, and equity. It is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, sex, age, national origin, and physical or mental disability. NEEP applies this policy to assure non-discriminatory practices in recruiting, hiring, training, promotion, compensation, benefits, and all other activities. It also supports our capacity to achieve our mission on a personal, local and regional scale.

NEEP requires all employees to complete their COVID-19 vaccination series or have an approved exception to the requirement due to a medical condition. Successful candidates for this position must submit vaccination documentation or be approved for an exception before their first day of employment. Failure to provide proof of full documentation or receipt of an approved exception will lead to withdrawal of the job offer.

CONTACT

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Liz Lombard and Angie Sessoms of Koya Partners have been exclusively retained for this search. To express interest in this role, please [fill out our Talent Profile](#) or email Angie directly at asesoms@koyapartners.com. All inquiries and discussions will be considered strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email NonprofitSearchOps@divsearch.com. If you are selected for an interview, you will receive additional information regarding how to request accommodation for the interview process.

About Koya Partners

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

Learn more about how we can help you with your search on the [Koya Partners website](#).