

Illinois Solar Energy Association

Job Title: Executive Director
Supervisor: President of the Board
Date: February 2012

The Illinois Solar Energy Association (“ISEA”, “Association”) is a 501-c-3 organization founded in 1979 whose mission is the advocacy and education to the Illinois public of the benefits of adopting solar, wind and other forms of renewable energy. The ISEA is a chapter of the American Solar Energy Society and has over 400 members, including over fifty businesses. The ISEA is operated by a volunteer Board of Directors elected by dues paying members.

The ISEA conducts membership meetings, publishes the *illinoissolar.org* website, works on policy issues impacting solar and renewable energy in Illinois, the Illinois Solar Tour Guide, conducts educational workshops, pioneers a renewable energy certificate program for small-scale solar power generators and engages in a wide range of outreach activities.

The ISEA is seeking an Executive Director who will be entrepreneurial and passionate in leading the growth and development of the Association and carrying out its mission of “education and advocacy of solar and renewable energy to the people of Illinois.”

General Description

The Executive Director is responsible for the day-to-day general management of the Illinois Solar Energy Association (ISEA) activities, issues and projects. The Executive Director will work closely with, and under the supervision of, the Board of Directors of the organization to design, develop and implement projects and activities that support and further the mission and objectives of the ISEA.

Responsibilities include directing the organization’s fundraising activities, developing contacts and alliances with a variety of organizations and individuals, developing and working with volunteers and the general membership, and participating in planning activities with the Board. The Executive Director is supervised directly by the President of the organization. The Executive Director will supervise and coordinate staff, volunteers and interns as needed.

The working location of the Executive Director can be the candidate’s residence, with the need and ability to travel to sites in Illinois and elsewhere for meetings, events and related activities. This requires the Executive Director to be able to manage personnel and projects without onsite supervision and be able to function in a virtual team environment

Duties and Responsibilities

1. Leadership of ISEA staff and organization

(a) The Executive Director will be responsible for development of the staffing needs of the ISEA and policies, procedures and systems to properly function to carry out program responsibilities and compliance, the needs and interests of the ISEA membership and the ISEA mission.

(b) The Executive Director will be the primary point-of-contact with the President and Board of Directors and be the primary non-Board representative at Board Meetings and related functions for the purpose of carrying out the business of the Association. The Executive Director will be responsible directly or through staff to provide all requested reports and information for the Board and keep them regularly apprised of activities orally and in writing. The Executive Director will also be responsible directly or through staff, to assist the Board in maintaining their corporate compliance at state and federal levels, and maintain all necessary records.

(c) The Executive Director will, at the discretion of the Board, have signatory authority for grants, contracts, agreements and accounts of the Association.

(d) The Executive Director will be responsible for day-to-day supervision of professional staff, interns, contractors and make personnel action recommendations to the President of the Board or designee, who may authorize action or request Board approval of actions.

2. Overall Program Management

The Executive Director will be responsible for overall program management, either directly or through the Program Management staff. Programs may include those that are specifically funded by outside organizations or by the Association. The Executive Director will assign workload as needed.

3. External Relations.

The Executive Director will be the primary public spokesperson for the ISEA. The Executive Director will communicate directly and with staff to a variety of groups and individuals, provide accurate and timely information about ISEA's work and positions to Association membership, the press and the general public, and maintain the highest level of professionalism in ISEA's relationships with all people and organizations. The Executive Director is expected to make appearances at events important to the mission of ISEA at hearings, conferences, workshops, symposia and related events.

4. Fundraising

Along with management and assisting in corporate governance, the Executive Director will assist the Board in assuring the fiduciary responsibility of the Association by taking a lead role in fundraising. This fundraising will include membership growth and development, sponsorships, grants and foundation applications and contractual opportunities. This role will be a key and vital activity for the Executive Director.

5. Other Duties as Required

The Executive Director will have responsibility for other activities as they arise. Flexibility and openness to new tasks will be important.

Candidate qualifications:

1. Proven fundraising abilities from the public and/or private sectors.

2. Creative ability. Aptitude for innovation and strategic thinking to find new solutions, methods and approaches to create projects and activities that achieve the mission of the ISEA.
3. Time and personnel management skills. Ability to keep a number of activities and people moving forward simultaneously.
4. Demonstrated knowledge of strategic (not necessarily technical) issues related to solar thermal and photovoltaic energy, wind power and other forms of renewable energy. Ability to analyze issues from an interdisciplinary perspective and to develop creative strategies and innovative solutions.
5. Familiarity with people and organizations in the private and public sectors in Illinois and elsewhere that impact the ISEA community.
6. Communication ability: Well-developed interpersonal, speaking, and writing skills. These skills would translate in personal and public events, including media interviews, testimony, presentations and published writings.
7. Ability to develop new organization structure and operate on a virtual basis.
8. People skills: Ability to meet constructively and work with a wide variety of members, volunteers, the general public, trade associations, advocacy groups and officials at the city, county, and state levels and in a range of private sector entities.
9. Ability to travel throughout Illinois and elsewhere to carry out activities and mission of ISEA
10. Professional demeanor, especially in the face of controversy.
11. Willingness to work odd hours, evenings and weekends to match the schedule of community organizations, local government meetings and volunteer members.
12. Demonstrated commitment to the mission of the ISEA
13. Sense of humor and ability to thrive in potentially adversarial situations.

Compensation:

Salary will be based on the candidate's qualifications (range of \$40,000 +) per year on a full-time, exempt basis, payable as an employee through a payroll service. Performance review will be completed every 6 months and compensation will be reviewed accordingly. No interview, moving or relocation expenses will be available. The position will be entitled to the following holidays: New Years Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving, day after Thanksgiving, Christmas. There will also be ten vacation days per year and ten sick days per year. Regrettably, no health insurance can be offered at this time.

Compensation and performance will be subject to periodic reviews. These reviews will be based upon the Executive Director achieving metrics in goals that will include, but not be limited to:

Membership Development – individual and Business
 Sponsorships and Donations
 Public and private grant applications and awards
 Program Management
 Corporate compliance
 Personnel management
 Overall leadership

Resumes and cover letters addressed to: ISEA PERSONNEL COMMITTEE, EXECUTIVE DIRECTOR POSITION should be received electronically to contactisea@illinoisolar.org, no

later than end of business day March 21, 2012. Hiring, commencement and continuation of this position is contingent upon grant and other sources of funding.

ALL APPLICANTS MAY BE SUBJECT TO BACKGROUND CHECKS.

The Illinois Solar Energy Association is an equal opportunity employer