
Job Title:	Executive Director
Reports To:	Board of Directors
Hours:	Full time, salaried, exempt position
Salary:	Commensurate with experience (salary range is \$60,000 to \$70,000)
Benefits:	Medical, dental and optical as per WEC benefit policies; vacation, sick leave, holidays as per WEC personnel policies.

Overview of Position:

The Executive Director is the Chief Executive for the Wyoming Energy Council, Inc. (WEC). The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

DUTIES AND RESPONSIBILITIES:

Program Development & Administration

- Perform tasks and duties for the express purpose of operating and sustaining WEC's weatherization program including identifying clients, conducting audits, providing client education, making cost estimates, obtaining client consent, executing projects, assuring project quality (technical, contractual, and adherence to scope, budget, and schedule), completing files, and preparing reports.
- Perform tasks and duties for the express purpose of operating WEC programs (e.g., Indoor Air Quality, Insulation, Energy Consumption), and any future programs developed by WEC and approved by the Board of Directors.
- Ensure organizational compliance with all contract guidelines, federal/state rules and regulations, in addition to all policies, procedures, and resolutions promulgated by the Board of Directors.
- Keep Board of Directors fully informed on the condition of the organization and all critical factors thereof.
- Develop and execute marketing strategy and provide oversight of company website.
- Publicize activities, programs and goals of the organization.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Assure that the organization has a long-range strategy to make consistent and timely progress towards achieving its mission.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the Board of Directors.
- Perform tasks and duties specifically assigned or delegated by the Board of Directors.
- Maintain a working knowledge of significant developments and trends in the field.

Relations with Staff

- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed, regular performance evaluations are held, and sound human resource practices are in place and followed.
- See that an effective management team, with appropriate provision for succession, is in place.
- Encourage staff development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Perform field work with weatherization crews as necessary; performing field work is expected to occupy no more than 20% of the Executive Director's time, and it is expected that the Executive Director will not function as a manager when working on a jobsite.

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- Evaluate field work processes to facilitate and ensure development of quality, safe and efficient methods and procedures.
 - Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

Budget and Finance:

- Be responsible for developing and maintaining sound financial practices.
- Work with the staff, Finance Committee, and the Board in preparing a budget and see that the organization operates within budget guidelines.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Jointly, with the president and secretary of the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

QUALIFICATIONS:

- Bachelor's Degree required; Master's Degree preferred.
- Excellent written and oral communication skills.
- Strong management and supervisory skills and experience.
- Willingness to acquire knowledge of the operation and management of DOE weatherization and LIEAP programs
- Experience in weatherization, housing related or construction.
- Technical knowledge and proficiency in all areas of weatherization, to be supplemented, as needed, by training including extensive participation in DOE-sponsored trainings.
- Ability to manage multiple project scopes of work, budgets, and schedules.
- Ability to work effectively with clients, vendors, subcontractors, staff, government officials, Board of Directors, and other business entities.
- Proficiency in grant writing and contract management.
- Proficiency with applicable computer software including Microsoft Office Suites Excel, Power Point, Outlook, and Adobe.

Materials to be sent by deadline:

Personal Resume; Cover Letter; Three (3) Personal References; Three (3) Work References; One (1) brief (1 to 4 pages) sample of your writing (a grant application, an article, a report, etc.)

Please send materials electronically to: WYOEC@WYOEC.org

APPLICATION DEADLINE: December 31, 2011

The mission of Wyoming Energy Council, Inc. is to promote and further the conservation of non-renewable energy resources and the development of renewable energy resources.

For Information Contact:
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