POSITION DESCRIPTION

ABOUT
Community Energy Project (CEP) is an independent nonprofit that delivers free home energy repairs and efficiency upgrades to income-qualifying individuals, seniors, and people with disabilities, as well as DIY workshops.

MISSION
Community Energy Project believes that everyone deserves a safe, healthy and efficient home, regardless of income.

TITLE
Senior Manager of Strategic Initiatives and Partnerships

COMPENSATION
$70,000 - $80,000 per year depending on experience, exempt, paid sick and vacation; fully paid medical dental, and vision insurance; 403(b) employer contribution and other benefits listed below.

REPORTS TO
Executive Director

TO APPLY
Email resume and cover letter to donovan@communityenergyproject.org

POSITION SUMMARY

CEP seeks a Senior Manager of Strategic Initiatives and Partnerships who believes in our core mission and has experience managing organizational growth and change. They will play a pivotal role in shaping and executing the strategic direction of our organization. This position requires a collaborative thinker who can work with the Executive Director to identify, plan, and oversee key initiatives that drive growth, innovation, and long-term success. The successful candidate will collaborate closely with senior leadership, cross-functional teams, and external partners to drive strategic priorities and ensure alignment with the CEP's mission and strategic goals.

ESSENTIAL RESPONSIBILITIES

Strategic Planning:

- Manage strategic planning process by working with Executive Director and internal committees to refine and operationalize CEP's strategic plan by setting clear objectives, priorities, and performance metrics.
- Lead cross-functional teams in the planning, execution, and monitoring of strategic initiatives, ensuring they are completed on time and within budget.
- Risk Management: Anticipate potential challenges and risks associated with strategic initiatives and develop proactive mitigation plans.
- Change Management: Drive organizational change as necessary to support the successful implementation of strategic initiatives.
- Innovation: Foster a culture of innovation within the organization by exploring new technologies, business models, and market trends that advance strategic goals.

### Strategic Program Development

- Initiative Development: Identify and assess potential strategic initiatives, projects, and partnerships that align with the organization's strategic goals. Draft new program design documents.
- Resource Allocation: Optimize resource allocation by identifying and suggesting high-impact initiatives. With senior staff, drafting budgets and personnel plans accordingly. Lead efforts to secure large grants, contracts and other funding opportunities that support strategic goals.

### Stakeholder Engagement

- Build and maintain relationships with key internal and external stakeholders, including senior staff, board members, partners, and industry influencers. Foster relationships with key partners developing joint programs and funding applications.

### Data Analysis

- Data systems development: Work with program teams to develop data tracking systems, improve current systems and ensure implementation.
- Utilize data-driven insights to inform decision-making, measure progress, and adjust strategies as needed. Identify strategies for collecting and analyzing community level data.

### Reporting and Communication

- Provide regular updates and reports to senior leadership and the board on the status and impact of strategic initiatives.
- Represent CEP at conferences, events, and on committees as assigned.

### QUALIFICATIONS and REQUIREMENTS

1. **Education and professional experience.** Bachelor's degree in a field related to mission or business is required. 8-10 years of experience in strategic planning, project management, or a related role. Experience writing and securing federal grants and contracts and other large proposals.

2. **Commitment to CEP mission.** Dedication to and passion for CEP’s mission to ensure everyone has a safe, healthy and efficient home, regardless of income.
3. **Commitment to Diversity Equity and Inclusion:** Demonstrated personal or professional experience with culturally-informed services to diverse and traditionally underserved groups (e.g. BIPOC, LGBTQIA+, low-income).

4. **Visionary Perspective:** A forward-thinking mindset with the ability to anticipate and navigate future opportunities and challenges in line with the priorities and objectives of our strategic vision.

5. **Project Management:** Strong project management skills with a track record of successfully leading and delivering complex initiatives.

6. **Leadership:** Demonstrated leadership skills with experience in growing organizations. Self-directed, positive, energetic, flexible, individual with familiarity of the CEP’s core fields of energy justice, climate justice, energy efficiency, renewable energy and community education.

7. **Communication and Collaboration:** Excellent verbal and written communication skills, with the ability to effectively convey complex ideas to various stakeholders, diverse individuals and groups of people, including during public speaking and presentations. Strong collaborative and interpersonal skills with a proven ability to work effectively in a team-based environment.

8. **Action Oriented:** Demonstrated resourcefulness in setting priorities, executing multiple tasks, and achieving objectives.

9. **Adaptability:** Committed to innovation and excellence while remaining flexible to changing priorities and managing ambiguity.

**Working Environment**

- Hybrid - both working from home and at our office.
- Position requires extensive time sitting in front of a computer
- Non-smoking, drug-free workplace.

**Statement of Inclusion**

Community Energy Project is an Equal Opportunity Employer. Community Energy Project values and operates by a policy of inclusion, providing equal opportunity to all persons regardless of their protected status, including race, color, creed, religion, sex, age, national origin, marital status, sexual orientation, gender identity, disability, and/or any other class determined by law.

**Benefits:** CEP is proud to offer a robust benefits package that includes paying 100% of the monthly premium for employee-only health care coverage. CEP also matches up to 3% of the employee’s contribution to their 403 (b). We offer 10 days of vacation time off per year, 12 days of sick time per year, 11 days of paid time off for nationally recognized holidays as well as paid days off between Christmas and New Year's Eve. We also offer eight weeks of paid sabbatical at six years.