EXECUTIVE DIRECTOR
CAPE & VINEYARD ELECTRIC COOPERATIVE

$86,053 - $96,413

Definition
Professional, management and administrative work overseeing daily operations of the Cape & Vineyard’s Electric Cooperative’s (CVEC) renewable energy programs.

Supervision
Works under the general direction of the CVEC Board President. Performs highly responsible functions of a technical and complex nature which require considerable use of independent judgment and initiative.

Has direct supervisory responsibility of part-time employees.

Job Environment
Work is generally performed under typical office conditions; some work is performed outdoors under varying weather conditions. Required to meet with members throughout the CVEC’s service territory on the Cape and Vineyard as well as State and local (Municipal) regulatory entities. Attends regional meetings and other evening and/or weekend meetings as needed.

Errors in judgment could result in delay or loss of service, financial and legal repercussions.

Essential Functions
The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provide leadership, direction and monitoring of CVEC renewable energy programs and related matters; including output, results and financial transactions.
- Works with CVEC’s Board President and Directors to provide appropriate input and guidance on a variety of complex technical and policy matters, including periodic reports.
- Collaborates with state and local officials on complex energy related projects, energy policy and regulatory matters. Supports public education on energy issues via media outlets, public forums and community groups.
- Reviews, recommends, negotiates and monitor renewable energy related contracts and agreements.
- Oversee day to day financial and procurement matters in concert with the CVEC Treasurer and/or President.
- Prepares, in conjunction with fiscal consultant, annual budget and appropriate periodic reports for the Treasurer, Board President and Board of Directors.
- Prepare and submit federal, state and other grant proposals.
Oversees CVEC web site and all other forms of social media.
Responsible for all administrative functions including Human Resources.
Provide all other duties and responsibilities, as assigned.

**Recommended Minimum Qualifications**
- Bachelor’s degree in public administration, environmental studies or related field required, Master’s degree preferred.
- Three to five years of experience at the local, regional or state level in the energy field preferred; combination of private and public sector experience desirable; or an equivalent combination of education and experience.
- Knowledge of Massachusetts energy and environmental policies, Financial Literacy, Massachusetts General Laws governing energy related issues and procurement.
- Superior communication skills, both oral and written; Excellent analytical, organizational, and negotiation skills.
- Maintains strict adherence to confidentiality of information, which may include but is not limited to, CVEC Directors and Officers deliberations, Massachusetts’ General Laws.

**Physical Requirements**
Minimal physical effort generally required in performing duties under typical office conditions. Occasional light physical effort is required when conducting field inspections. The employee is frequently required to sit, drive long distances, talk and hear, and use hands. Specific vision related requirements include viewing a computer screen for extended periods.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*