

DIRECTOR OF EFFICIENCY SMART POWER PLANT



Reports to: Director of Performance Contract Services
SBU: ESPP
Division: Executive
Date Approved: TBD

JOB SUMMARY: (What is done and why.)

The Director of Efficiency Smart Power Plant will be responsible for executive management, leadership, and oversight of Efficiency Smart Power Plant (ESPP) service delivery, strategic planning, marketing, policy, regulatory, and public affairs. The Director of ESPP will have primary responsibility for the development, execution, and oversight of the contract with American Municipal Power, and agreements with Subscribing Member Utilities and will serve to ensure ESPP goals and objectives are met.

ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Directs, manages and leads ESPP staff (both directly and through other supervisors) in all aspects of ESPP work.
2. Establishes and is accountable for achievement of ESPP program goals, objectives, milestones and metrics and leads the development of agreements with American Municipal Power.
3. Primary responsibility for resource allocation decisions for budgets and goals, including the development and execution of planning and budgeting processes.
4. Ensures that the mission, products, programs, and services of ESPP are consistently presented in a strong, positive image to relevant stakeholders, and serves the capacity as the official spokesperson for ESPP
5. Leads EVT operations and long-term planning and is responsible for the ESPP annual plan and annual report.
6. Responsible for regular communications with internal stakeholder groups.
7. Directly supervises, mentors and leads ESPP management team.
8. Collaborates with the VEIC Leadership Team, as appropriate, to assure alignment of ESPP strategic direction with VEIC strategic direction.
9. Leadership and dedicated commitment to the pursuit of VEIC mission, vision, and core values.

KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. Strong personal commitment to the mission, vision, goals and values of VEIC.
2. Masters degree in business administration and a minimum of ten years of management experience, including executive leadership, staff supervision, contract

management and negotiation, budget management, communications and the ability to develop and attain goals or a similar combination of education and experience from which comparable knowledge and skills have been acquired. Minimum of five years of experience in the management and supervision of senior managers focused on operations in a complex organization.

3. Demonstrated ability to lead the development of start-up operations for new ventures of significant size and complexity (\$10 million annually).
4. Demonstrated ability to manage all aspects of large, complex projects – including leading multiple departments, interacting with clients, maintaining project/program budgets, holding staff accountable to program goals, and overseeing all aspects of project work.
5. Excellent strategy, analysis, planning, and decision-making experience.
6. Superior leadership skills in collaborative and team environments.
7. Superior communication skills for public and internal audiences including writing, speaking, and presentation skills, motivational messaging, public relations and media communication skills,
8. Excellent understanding of quality management, improvement and continuous learning processes, and demonstrated ability to develop and implement systems to improve performance.
9. Strong skills in interpersonal relations, assessing individual strengths and weakness, political savvy, managerial courage.
10. Demonstrated ability to be organized, detail-oriented, accurate, and able to handle multiple tasks and competing priorities.
11. Knowledge of energy efficiency program design and service delivery is preferred.

WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal- Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External- Regular travel within Ohio is required. Occasional travel to represent program in regional/national forms is expected.

PHYSICAL DEMANDS: (The physical effort generally associated with this position.)

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer screen. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work may include occasional pushing, pulling, or carrying objects weighing of approximately 40 pounds such as files, documents, and computer printouts. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.