

POSITION: Executive Director

ORGANIZATION: Coalition for Clean Affordable Energy
www.nmccae.org

LOCATION: Santa Fe or Albuquerque, NM

ORGANIZATION: The Coalition for Clean Affordable Energy (CCAIE) is a coalition of member organizations dedicated to promoting clean and affordable energy in the state of New Mexico. CCAIE represents 14 organizations with a membership base of 20,000 people. CCAIE's board of directors is made up of a Steering Committee with representatives from these organizations. By harnessing the brainpower and creativity of a broad community, CCAIE effectively leverages the goals and objectives of the clean energy and environmental community to accomplish policy and regulatory change. By collaborative action, this organization uses a broad resource base to effect its goals.

OVERVIEW AND

RESPONSIBILITIES: CCAIE is a statewide New Mexico non-profit organization with a 10-year history of successful legislative and regulatory achievements, including passage of the Renewable Portfolio Standard and constant monitoring of supply and demand sides of energy issues in New Mexico. CCAIE seeks an Executive Director with the passion to provide strategic leadership and vision to the coalition. He/She should be an organization builder and be motivated by CCAIE's ability to promote change, represent, connect and support diverse communities dedicated to Clean, Affordable Energy.

Leadership

- * Serve as spokesperson for the organization; must be able to articulate and promote CCAIE's vision and mission.
- * Provide strong and innovative leadership in a coalition environment; demonstrates hands-on experience in running an organization and developing and implementing new and innovative policy initiatives.
- * Lead the long-range and strategic planning process of the Steering Committee, ensuring that benchmarks are established for measuring success and that the planning cycles recur as appropriate.
- * Implement and evaluate the action plan based on the approved strategic goals and opportunities.

Management

- * Create and encourage collegial and participatory work environment where trust, integrity and open communication are valued.
- * Be a proven decision maker with the ability to set priorities, manage, and implement them.
- * Develop, establish and maintain strong relationships with CCAIE member organization and funders.
- * Create and develop programs within CCAIE to achieve the overall mission of its

members.

Community and Fundraising Development

- * Maintain and expand a strong cadre of funders, including individuals and private foundations, assuring their engagement in CCAE's activities and accomplishment.
- * Develop Steering Committee meeting agendas, in collaboration with the Steering Committee Chair, and regularly provide information to the Steering Committee and other committees on activities in relation to the mission and progress toward the strategic goals adopted by the Steering Committee.
- * Provide information and recommendations to the Steering Committee for setting or revising CCAE's goals and objectives, operating policies, strategic planning, fundraising and grant writing priorities.

QUALIFICATIONS:

- * Senior management experience in either not-for-profit or for-profit enterprise
- * Experience with policy and regulatory climate in New Mexico.
- * Knowledge of NM Legislature, Public Regulation Commission, State and Local Government is highly desirable.
- * Ability to channel and synthesize expectations and needs of multiple constituencies.
- * Demonstrated ability to raise funds for an organization or initiative
- * He/she should have a high level of comfort and passion for clean energy, energy efficiency, and energy affordability
- * Experience in working with a diverse community of people and organizations.
- * A highly regarded professional stature and credibility, coupled with strong leadership skills.
- * Effective at leading and managing highly independent and self-motivated employees, members and volunteers.
- * Experience in setting and driving strategic direction.

PERSONAL CHARACTERISTICS:

- * Inspiring, creative and visionary about what CCAE can accomplish for clean affordable energy.
- * Entrepreneurial style and spirit.
- * Enjoys being in the company of a variety of people representing diverse organizations.
- * Excellent communicator with all people at every level, a leader and bridge builder.
- * Ability to work well under pressure and adapt easily to changing situations and priorities.
- * Good judgment and consensus building skills.

EDUCATION:

Bachelor's degree or the equivalent in experience is required.

COMPENSATION:

A base salary commensurate with experience.

CCAIE is an equal opportunity employer.

Please send your resume and references or recommendations to:

Don Hancock

srcdon@earthlink.net