



1501 Cherry Street | Philadelphia, PA 19102 | 267.519.5314 | keealliance.org

Job Title: Executive Director
Location: Philadelphia, PA
Position Type: Full-time
Reports to: Board of Directors

Date: February 29, 2016

Organization Description: The Keystone Energy Efficiency Alliance (KEEA) is a non-profit, tax-exempt 501(c)(6) corporation dedicated to promoting the energy efficiency and renewable energy industries in Pennsylvania. KEEA advocates on behalf of energy efficiency and renewable energy professionals on the local, state, and federal levels. By representing the interests of the clean energy industry in Pennsylvania, KEEA is expanding the market for energy efficiency and helping the Keystone State secure a prosperous, sustainable tomorrow.

KEEA works along with its 501(c)(3) sister organization, the KEEA Energy Education Fund (KEEF) with the mission to increase the energy efficiency of Pennsylvania's buildings through advocacy, education, and training.

KEEA & KEEF have an ambitious energy policy agenda to modernize utilities and energy markets in Pennsylvania. We have shown tremendous entrepreneurial growth over the last several years and now seek additional team members to help us take the next steps.

Position Summary: The Keystone Energy Efficiency Alliance (KEEA) and KEEA Energy Education Fund are soliciting applications for a full-time Executive Director.

The Executive Director is responsible for all aspects of the day to day operation of the KEEA Energy Education Fund (KEEF) and the Keystone Energy Efficiency Alliance (KEEA).

S/he is responsible for:

- Driving an ambitious policy vision
- Managing a growing team of five to ten staff and consultants
- Leading programs throughout the year
- Fundraising to private foundations, members and others
- Overseeing communications, including website, press and other
- Growing and developing membership to increase the number of members and their engagement with KEEF and KEEA
- Guaranteeing successful performance on all grants and contracts
- Overseeing progress toward all goals and objectives as set by the Board of Directors
- Managing finances, including reporting internally and externally
- Conducting strategic planning in close cooperation with the Board and members
- Supervising human resources, including hiring and firing

- Overseeing conference planning and execution
- Strengthening and developing Board of Directors
- Ensuring that KEEA and KEEF comply with all applicable laws and regulations
- Other related duties

Qualifications:

- Minimum of five years' experience preferred in business, government, or nonprofit management and administration
- Supervisory experience and skill
- Proven track record in program management, fundraising, and driving policy outcomes;
- Excellent communication skills, both verbal and written
- Strong financial acumen
- Excellent interpersonal relationship skills
- Experience in the energy efficiency field preferred

Workplace Policy: KEEA is committed to workplace diversity and inclusion and hires on merit.

Compensation: Competitive salary based on experience. Generous benefits package includes health insurance, retirement, and vacation.

To Apply: Candidates should send a resume and cover letter to jobs@keealliance.org.