



Job Description

Executive Director

An energy district is an organizing tool for the implementation of planning to electrify and decarbonize our Energy needs. The story of the Vernon County Energy District's history, accomplishments and future vision is documented in the [Comprehensive Energy Plan for Vernon County](#). Our energy district leverages synergistic effects of rural networks for innovation and resilience to catalyze a new rural energy economy.

Mission: to retain energy dollars in Vernon County by promoting the wise and efficient use of energy and encouraging the transition to locally owned and operated renewable energy sources. When we electrify our energy needs and own the generation potential, rural communities retain more of their income, which circulates locally to add fuel in the local economy.

Accountabilities

- Funding and revenue versus expense accounting for the organization
- Working within and maintaining VCED organizational systems
 - Maintaining program offerings in planning and monitoring
 - Effective management of personal time in a flexible schedule
- Marketing and Outreach and education to support programs
- Managing employees, contractors and volunteers
- Board participation and fulfilling strategic direction set by the board
- Other tasks and responsibilities as directed

Competencies

- Basic comprehension of our energy challenges
- Exceptional Organizational Skills
- Professional Work Ethic
- Computer/Software Skills and Experience to support programs and communication
- Non-profit management working directly with board members
- Analytical and Problem Solving Skills
- Aptitude for Learning New Skills
- Familiar with Community Education and popular movements

- Comfortable with Public Speaking
- Familiar (teachable) with graphic design and website content modifications
- Natural networking skills catalyzing organizational activities with synergistic communication

Physical/Psychological Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Dynamism/Flexibility
- Creativity
- Openness
- Patience
- Curiosity

Salary commensurate with experience