

JOB TITLE: Start-up CEO/Manager Boston Community Energy Services Coop

OVERVIEW:

In late 2008, six Boston-area non-profit organizations serving low income communities and communities of color joined together to form a Steering Committee to develop a community and/or worker-owned energy services firm. The organizations - Alternatives for Community and Environment, Boston Workers Alliance, Chinese Progressive Association, Co-op Power Metro East, Community Labor United, and Boston Connects – envisioned a company that would train and employ people in their neighborhoods in the important work of energy auditing, air sealing, insulation, other conservation and efficiency measures, and community education for residential and small commercial buildings. A feasibility study completed in September 2009 indicated a number of viable growth scenarios for the company.

POSITION:

The Steering Committee is now seeking an entrepreneurial leader with experience in energy services, cooperatives, and community organizations to serve as its Start-up CEO/ Manager. This individual will work with the Steering Committee to refine the feasibility study into a business plan and then secure the resources needed to implement it. Position will initially report to the Steering Committee which will transition to Board of Directors.

RESPONSIBILITIES:

- Build upon the Steering Committee's planning efforts by overseeing the implementation of a new worker-cooperative including: incorporate the company; secure initial contracts; create organizational infrastructure required to launch the company; hire, secure training for and supervise initial workforce; and build and maintain liaisons with utilities, municipalities and community activists.
- Guide the company's start-up and strategic growth to support its mission. Balance the goals of operating profitably and, sustainably, increasing the efficiency of existing neighborhood buildings, training and employing local people for livable-wage green jobs.
- Plan, direct, schedule and coordinate activities of workers and subcontractors engaged in performing energy audits, air sealing, insulation, appliance and lighting upgrades, heating system upgrades, water saving appliances and other energy efficiency measures.
- Train or arrange for training of workers in state-of-the-art air sealing, insulation, and other conservation and efficiency measures.
- Ensure top quality customer service, optimum financial management and implementation of appropriate protocols for measurement and valuation procedures. Make certain that company remains current on new developments in energy conservation and efficiency.
- Stay informed of federal, state and utility rebates, programs, tax credits and grant opportunities to ensure that the company, its workers and its customers maximize their ability to install efficiency measures.
- Promote community acceptance and use of the company's services in collaboration with community organizations, utilities and others.

MINIMUM QUALIFICATIONS

- 3-5 years of entrepreneurial experience as a senior manager or owner of a fast-paced and high-growth energy services, nonprofit, consulting or social venture. Demonstrated success managing strategic and operational planning, budgeting and forecasting, as well as organizational development, and performance management and measurement.
- 3+ years of experience in residential or commercial energy efficiency, weatherization or building trades.
- 3+ years experience managing staff. Demonstrated ability to facilitate collaboration and achieve results while managing multiple projects, sites and personalities.
- Strong communication skills. Must be fluent in English oral and written skills.
- Able to physically perform the requirements of the job.
- Solid PC skills, including e-mail, spreadsheet and word processing.
- Demonstrated commitment to community and social justice.

DESIRABLE QUALIFICATIONS

- Massachusetts Construction Supervisors License and/or licensed master plumber, electrician, or other trade.
- Experience with cooperatives.
- Experience with workforce development or training.
- BPI certification in Residential or Multi-family housing.
- Bilingual Spanish or Chinese (Cantonese or Mandarin) oral language skills.
- Experience with energy audit and project management software.
- Bachelors Degree or graduate degree in business, economic development, or public administration.
- Experience working in communities of color and/or working-class neighborhoods.

TO APPLY

Please send a cover letter and resume to:

Marina Spitkovskaya
Alternatives for Community & Environment (ACE)
2181 Washington Street, Suite 301
Roxbury, MA 02119

Or email to Marina@ace-ej.org.

We welcome applications from diverse candidates.
Women and persons of color are encouraged to apply.