



Executive Director

Citizens for Local Power is pleased to announce that we are hiring an Executive Director. Please read the job description below and share it with your networks. CLP's mission is to help communities in the Mid-Hudson Region transition to a locally-based, clean energy economy. Combining research, education, advocacy, and project coordination, CLP supports community and municipal engagement in energy decision-making, transforming energy policy and practice to strengthen local economies, mitigate climate change and increase resilience. CLP is an open and inclusive workplace and seeks applications from a diverse range of applicants, including BIPOC individuals and persons who may have non-traditional credentials for working in an energy policy organization. For example, persons with strong community organizing experience are welcome to apply; training in energy policy areas can be provided.

Please send resume along with a cover letter to Outreach@citizensforlocalpower.org

Note: At present, this is a work-from-home position, but CLP maintains an office on Broadway in Kingston, and we look forward to re-opening and staffing it.

For more information on Citizens for Local Power, please visit:

Citizensforlocalpower.org



Executive Director

The successful candidate will be a self-starter who is:

- committed to working for a just energy transition
- has strong community ties in the Mid-Hudson Valley region of New York
- proficient in Microsoft Office Suite, Zoom, Google Workspace
- open to learning new software tools as needed

Other details:

The ability to speak both English and Spanish is a plus.

Must have a car.

The salary range is depending on experience.

INTERNAL OPERATIONS

. **Strategist:** The Executive Director develops the annual work plan and the annual budget. Both are collaborative work activities with the Board of Directors, but the ED is responsible for initiating the documents for the Board to comment and advise on.

Duties include:

- Annual work plan and annual budget. Draft for the upcoming year should be presented no later than November 1 each year.

- **Board Liaison:** Work with the Kitchen Cabinet and members of the Board of Directors to create, implement, and oversee plans and projects in keeping with CLP's mission of helping communities in the Mid-Hudson Valley transition to a locally-based, clean energy economy while fulfilling and deepening our commitment to climate justice, equity, and grassroots community engagement and leadership;

. Support the work of the volunteer Kitchen Cabinet and its Working Groups in realizing CLP's objectives;

. Schedule or delegate responsibility for scheduling internal and external meetings, as needed, in virtual and face-to-face formats;

Duties include:

- Attendance at board and Kitchen Cabinet meetings
 - Notetaking or delegation of notetaking duties
 - Information sharing with the board as needed e.g., minutes
 - Creation of Kitchen Cabinet Agendas
- First drafts of CLP documents that are outside the scope of board members
- Maintain or delegate maintenance of CLP calendar of events.



Supervisor: Identity, recruit, train, and lead a team of full- or part-time staff members, consultants, and interns in accomplishing CLP's objectives;

. Develop CLP's organizational culture to promote equity, transparency, and collaboration, in keeping with our mission and Code of Conduct;

Duties include:

- Develop an onboarding process for new hires: new employee application, W-2, 1099s, and other required documents
- Provide job descriptions and company manual to new hires
- Spearhead development of a company manual or oversee its development. (Due: 6 months after ED job commences.)

Oversight: Monitor operations to ensure that business practices comply with regulatory and legal requirements;

. Identify potential risks and opportunities within the organization and its environment.

Duties include:

- Ensure Workers Comp and general liability insurance, and filings with NYS Dept of State, Dept of Taxation and Finance, and other key obligations are current and in good standing
- Ensure financial obligations are brought to Treasurer's and bookkeeper's attention.

EXTERNAL RELATIONS

Spokesperson: Represent the organization at social and activist events in ways that strengthen CLP's brand and communicate the organization's message;

Duties include:

- Be prepared to answer media inquiries. Media training can be arranged by the board.
- Discuss CLP positions with the board in advance of media interviews.
- Work with Development and Communications subcommittees to disseminate information.

Partnership Builder: Support and expand CLP's partnerships with community stakeholders, municipal and county leaders, and other allies, including EDA and local/regional non-profits, faith-based and community groups;

Duties include:

- Develop internal annual goals for partnerships to be sought or strengthened
- Plan and execute educational/informational events as necessary.

Educator: Work with allies and the general public to deepen their understanding of energy issues and enhance cooperation in achieving shared goals;

Duties include:

- Coordinate with the Development and Communications subcommittee on needed materials and resources.
- Identify when CLP would benefit from the Executive Director receiving formal training and education, so as to improve the ability to teach others. E.g., energy policy workshops, implicit bias and anti-racism training, non-profit leadership training, etc.
- Identify CLP website updates as needed and organize a process for posting updates in a timely manner.

FUNDRAISING/REVENUE GENERATION

Identify Prospects and Opportunities: potential sources of income and organize fundraising efforts, in coordination with the Development and Communications Working Group;

Duties include:

- Keep CLP volunteers continuously informed, motivated, and involved in fundraising and development
- Build and maintain relationships with donors and prospects
- Work with the Board and Kitchen Cabinet to meet the annual fundraising target
- Ensure that donations are properly acknowledged
- With appropriate board or kitchen cabinet members, develop next steps to 1) reach individual donors, 2) set up a crowdsourcing platform, and 3) apply for grants.

Supervise CLP's record-keeping and its financial and other records, ensuring the transparency, accuracy, and appropriate accessibility of files and documents

Duties include:

- Maintain accurate records and/or ensure ED has access to all contractors' financial records for CLP.
- Work with Treasurer and bookkeeper to ensure financial records are being properly kept.