

SUSTAINABLE OHIO PUBLIC ENERGY COUNCIL POSITION DESCRIPTION

Position Title: Regional Director for Southeast Ohio.

Classification: Full-time.

Position Summary: The Sustainable Ohio Public Energy Council (“SOPEC”) seeks candidates for the position of Director of Southeast Ohio. SOPEC was established in 2014 and serves member communities and political subdivisions across the State of Ohio. The position will assist in continued development of, and growth and service to, SOPEC member communities and political subdivisions. SOPEC has a strong commitment to sustainability and the advancement of the renewable energy economy. SOPEC is governed by the communities it serves. The Director of Southeast Ohio position will primarily be focused on serving SOPEC member communities and political subdivisions in Southeast Ohio.

Job Description: Duties may include, but are not limited to, the following:

- Assisting in new member recruitment and processes;
- Assisting and nurturing relationships and partnerships with existing and prospective community members, local officials, and organizations in alignment with SOPEC’s guiding mission and vision;
- Helping support, promote, and increase participation in SOPEC programs within member communities and political subdivisions (i.e., Energy Aggregation Programs, REDA solar program, Public Pricing Program);
- Assisting with solar PV assessments, identification of funding, public pricing, energy efficiency, and capacity building opportunities;
- Supporting development of large-scale and small-scale renewable energy projects (wind, solar, hydro) directly supplying Ohio’s electricity grid;
- Identifying opportunities and developing programming in markets with significant capacity gaps for implementing sustainable and resilient operations best practices with a focus on reducing negative climate and environmental impacts, including in: low-income communities, disadvantaged census tracts, primary service non-profit organizations, and organizations promoting climate and conservation regenerative synergies;
- Periodically helping support and collaborating with the SOPEC grants team, including in the grants application process and the implementation of the resulting programs;
- Serving local member communities/political subdivisions, and attending local meetings at least once a quarter or as otherwise determined, including occasional evening meetings; and
- Engaging SOPEC Board of Directors and General Assembly members from communities and political subdivisions, and assisting with SOPEC community grant program.

Education and Experience/Minimum Qualifications: To perform this job successfully, an individual must be able to perform each of the following essential duties satisfactorily:

- Bachelor’s degree from an accredited educational institution in political science, environmental studies, marketing, economics, business, public administration, or another

relevant field. Relevant experience in conjunction with a degree in a non-related field will also be considered;

- Master's degree from an accredited educational institution in renewable energy or another relevant field is highly preferred;
- Candidate with at least 5 years of sustainability and energy related experience is preferred;
- Candidate must live or be willing to relocate to Southeast Ohio;
- Candidate must have a valid driver's license and a vehicle to travel throughout the Southeast Ohio region as required; and
- Strong familiarity with solar, renewable technologies, energy efficiency, and electric vehicles is desired.

Knowledge, Skills, and Abilities:

- Candidate must have a commitment to a sustainable and equitable energy future;
- Must demonstrate professionalism in all internal and external interactions;
- Passion for serving underserved communities;
- Ability to meet deadlines with quality products;
- Willingness to work collaboratively in a team environment;
- Must demonstrate high ethical standards;
- Ability to serve as a public servant;
- Attention to detail;
- Must have strong professional and proactive work ethic;
- High competence in project and stakeholder management;
- Excellent interpersonal, written and oral communication skills;
- Competency in Microsoft, including Word and Excel, and Google applications;
- Some travel is occasionally required, with mileage reimbursed by SOPEC; and
- Must have strong familiarity with the Appalachian Region.

Responsibility: The Director of Southeast Ohio reports to the Executive Director and/or Deputy Director. Highly responsible, mid-management position with some independence requiring judgment and sensitivity to the organization and public relations.

Personal Work Relationships: The Regional Director for Southeast Ohio will have daily contact with co-workers in the organization, elected and appointed officials, members of the news media, and the general public. The purpose of these contacts is to provide helpful information about the activities of the organization and to promote strong public relations for the organization.

Working Conditions: Work is performed in a normal office setting and/or remotely. Work is also sometimes performed at local government meetings across Ohio, and some occasional driving and travel time may be required.

Compensation: This position is full-time and benefits eligible, including required contribution by employee and employer to the Ohio Public Employees Retirement System (OPERS). A background check will be required. Please submit your resume and cover letter to: HR@sopec-oh.gov. For full consideration, candidates should apply by January 24, 2024.