**Class 4 Winds & Renewables: Executive Director**

**SALARY:** Based upon skill set & qualifications **EEOC CATEGORY**: Professional

 **FLSA**: Exempt

**SUMMARY OF POSITION**

Responsible for complex public relations, event organization, planning, research, technical program administration work, and ultimately serving as the public face for Class 4 Winds & Renewables. Primary work responsibilities involve serving public relations function, event planning/development & execution, implementing plans & programs, and providing consultative services to organizational stakeholders. Works under general supervision of the Board of Directors and Executive Committee with considerable latitude for the use of initiative and independent judgment.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Class 4 Winds, Inc: Board of Directors and Executive Committee

2. Directs: May supervise support personnel

3. Other: Maintains relationships with and equitably engages these stakeholders:

* Regional Media Outlets
* Land Owners
* Local Businesses
* Regional EDCs
* Local Governments
* State/Federal Agencies
* Construction Firms
* Utility Providers
* Contractors/Subcontractors
* Legislative Officials
* Developers
* Component Industry
* Educational Institutions
* Rights Holders
* General Public

**EXAMPLES OF WORK**

Public/Community Relations

Serves as broker of factual information related to the renewable energy sector;

Develops market outreach through regularly scheduled seminars and special events;

Conducts television, radio, and print interviews with local and national media outlets;

Provides technical and administrative assistance to local governments and area economic development entities in the field of the renewable energy industry;

Matches renewable energy businesses with regional developers;

Works with and speaks to community, professional groups, and the media regarding renewable energy development in the region;

Prepares press releases and promotional materials;

Travels throughout the region to provide information and assistance;

Travel may include regional, national, and international travel to network with other renewable organizations and represent the organization;

Prepares and conducts regional and local educational seminars;

Organizational Management

Primarily responsible for fundraising and the development of new and creative funding opportunities;

Responsible for functioning within the laws and guidelines of a non-profit 501,(c)(3) organization.;

Responsible for the annual preparation of the Class 4 Winds & Renewables work program and budget;

Responsible for the development of an annual work plan to be presented to Board;

Serves as primary membership recruitment & financial development representative. Searches out information and disseminates that information to the membership;

Manages any other organizational Staff;

Responsible for meeting the needs of the membership as directed by Executive Committee;

Develops the agenda for monthly Executive Committee meetings, and annual meeting of the Board.

Makes presentations to the Board of Directors; and

Conducts special activities, prepares & plans, and carries out special projects as may be assigned by the Board of Directors.

Industry & Economic Development

Plans, Organizes, and Implements large Quarterly Meetings and Trainings for industry professionals, local governments, and the general public with material renewable energy content;

Maintains current knowledge of laws, regulations, assistance programs and financing methods in a variety of renewable energy subject areas;

Actively supports the recruitment of wind & renewable industry businesses and infrastructure development in the region;

Educates legislators on renewable energy developments, needs, and priorities;

Maintains current general knowledge of regional renewable energy activities and represents organization in daily work contacts;

Attends conferences, seminars and workshops as needed;

Other Important Duties

Performs such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Skill/Ability to:* be self motivated to improve the organization through action, conceptual development, and relationship building with accountability to the Board

*Knowledge of:* marketing & advertising theory; local, laws and regulations relevant to renewable energy; state & national developments in the renewable energy field, political processes, media relations, and finance & budget management.

*Skill/Ability to:* communicate honestly, effectively, and efficiently with all stakeholders.

*Skill/Ability to*: utilize full Microsoft Office Suite software.

**ACCEPTABLE EXPERIENCE AND TRAINING**

Master’s degree in advertising/marketing, communications, public relations, non-profit management, renewable energy, business, public administration or a related field;

or  bachelor’s degreein advertising/marketing, communications, public relations, non-profit management, renewable energy, business, public administration or a related field, plus at least one year of experience in economic or community development;

[[1]](#footnote-2) or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver’s license or available alternate means of transportation.

Valid US passport or willingness and ability to acquire one.

1. [↑](#footnote-ref-2)