



## Energize NY – Managing Director, COO

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**Effective Date:** November 2017

**Reports to Executive Director**

**Number of Employees Supervised:** 4

### **SUMMARY:**

The Energy Improvement Corporation (EIC) of New York, a not for profit, Local Development Corporation has been building out several services, expanding its reach across New York State and is now well positioned to dramatically accelerate growth. The EIC Board and EIC Executive Director (ED) are looking for a mission-focused, seasoned, strategic, and process- minded Chief Operating Officer with experience building successful businesses and developing a customer focused and performance oriented culture among a group of diverse, talented team members.

The COO position has line responsibility for the following functions within EIC: operations, communications, marketing, grant funding and reporting, human resources and building Energize NY's Homeowner Services. The COO has 4 direct reports, which include: Treasurer and Head of IT, Corporate Secretary, Director of Energize Residential Westchester and Director of Energize Residential Hudson Valley and one indirect report, Technology Associate. The COO also supervises 3 subcontractor relationships.

EIC has established services to support the clean energy goals of its municipal members. Energize NY PACE (ENY PACE), a commercial Property Assessed Clean Energy ("PACE") finance product, provides financing to property owners in participating municipal member jurisdictions throughout New York State. EIC acts as a constituted authority on behalf of its municipal members pursuant to a municipal agreement and is charged with the administration of the municipality's PACE programs, including the issuance of debt to permanently fund eligible financings to property owners. ENY PACE is available to eligible commercial, industrial, manufacturing, agricultural, multifamily and institutional property owners to finance energy efficiency and renewable energy improvements that are permanently affixed to existing structures. ENY PACE is currently operational in 39 municipalities representing over 55% of the State's population excluding New York City.

EIC also manages community-based energy efficiency and renewable energy marketing services to "social norm" and build demand for energy improvements in buildings. These services (ENY Residential, ENY Commercial) are offered in partnership with EIC's municipal members and have been funded through the Department of Energy ("DOE") and New York State Energy Research and Development Authority ("NYSERDA") grants and through revenue generated from financing activities. ENY scales upgrade demand by: 1) deploying and supporting innovative community outreach and marketing as well

as building upgrade troubleshooting services, 2) linking NYSERDA and other utility upgrade programs, ENY's Contractor Partners and ENY PACE to potential clients within EIC's member communities and 3) offering access to NYS's PACE market to project developers that wish to increase their business in NYS. EIC recently secured additional funding from NYSERDA for 2018. Ongoing goals of EIC are:

- Leverage and build out EIC's bond facility to fund ever greater numbers of projects both in commercial/multi-family and eventually in the residential building stock of NYS
- Scale up Business Development activities to attract new energy improvement projects from various sources including new ENY Partners
- Build out the acceptance and awareness of ENY PACE within EIC's member municipalities
- Leverage the ENY connections to local community groups, local utilities and NYSERDA's upgrade programs to expand demand for ENY Programs.
- Refine ENY support services for energy improvement projects to meet efficiency and cost effectiveness goals
- Expand EIC's membership to all eligible municipalities in NYS
- Build efficient and streamlined services for program applicants and program participants, including EIC partners, lenders, service providers, third party stakeholders and developers.
- Respond promptly to customer, stakeholder, Board of Directors, and staff requests for information or assistance.
- Provides a product that is well-conceived, developed, complete and essential for EIC's Members

#### **COO DUTIES:**

- Coordinate and manage the annual operations plan
- Manage administration of NYSERDA and other grants
- Build and expand existing external communications, monthly updates and marketing efforts to support EIC's mission
- Manage ENY Residential Services in partnership with ENY Residential Team
- Expand legal capacity of EIC
- Manage and support EIC efforts to secure foundation and other sources of funding
- Lead the performance management process that measures and evaluates progress against goals for the organization
- Work in partnership with the Board Chair and Executive Director to refine the strategic five-year plan and implement new processes and approaches to achieve it
- Upgrade human resources functions including: training, development, compensation and benefits, employee relations, performance evaluation and recruiting
- Support the current information and data technology infrastructure
- Work with Corporation Secretary to plan for Board and Board committee meetings

#### **QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY**

As a prerequisite, the successful candidate must believe in the core values of EIC and be driven by its mission. The candidate should demonstrate a passion for developing new processes and products to lead social change in energy consumption in buildings, distributed energy and energy finance.

- Financial Industry – the candidate should bring relevant work experiences within the financial service industry

- General Management—broad experience with the full range of business functions and systems, including strategic development and planning, knowledge and extensive expertise in legal interactions, foundation fund raising, grant writing, operations management, business analysis, finance, information systems, human resources, marketing and a proven track record of exceeding targets.
- Entrepreneurial Skill Sets - the candidate should bring experience with starting and/or managing a successful small and/or medium sized business, an ability to effectively build organizational and staff capacity and high level of business acumen, including successful P&L management
- Strategic Vision and Agility—capacity to work with the ED to develop and refine the strategic plan

**EIC Benefits:**

\$97,500

Bonus potential based on overall performance of EIC

100% EIC coverage of High Deductible health plan

2-3 week vacation, 4 personal days, 7 sick days, one day a week flexible schedule

Collaborative and team based environment

**FOR MORE INFORMATION OR TO APPLY FOR THE POSITION VIA EMAIL, FAX OR MAIL, CONTACT**

Call or email Mark Thielking, Executive Director, Energize NY at:

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