

# MEEA Executive Director

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## Position Announcement

### Organization Overview

**Mission:** The Midwest Energy Efficiency Alliance (MEEA) is a collaborative network, promoting energy efficiency to optimize energy generation and reduce consumption, create jobs and decrease carbon emissions in all Midwest communities.

**Vision:** MEEA seeks an achievable pathway for all people and communities in the Midwest to receive the economic, environmental and societal benefits of energy efficiency and the larger clean energy economy.

At MEEA, we leverage our expertise to be the Midwest's leading resource for our members, allies, policymakers and the broader sector to promote energy efficiency as the essential pathway to achieve a clean, affordable, equitable and sustainable future. We see energy efficiency as the least cost foundation of the clean energy economy, creating immediate energy savings, providing career pathways, reducing emissions, improving new and existing buildings and boosting Midwest business and industries. MEEA develops connections and engagement opportunities for a diverse group of organizations to collaboratively create practical solutions. MEEA serves as a technical resource and promotes program and policy best practices and highlights emerging technologies, all to maximize energy savings, reduce costs, improve resiliency and lower energy burden.

### Position Summary

MEEA seeks an Executive Director to advance the mission and vision of the organization and implement MEEA's strategic action plan. The Executive Director leads the staff team and provides direction to achieve annual budget, policy and programs goals. Working with the Board of Directors, the Executive Director is responsible for all the legal, fiduciary and governance requirements for the organization.

### Responsibilities

The responsibilities for the Executive Director include but are not limited to:

- Ensure organization is focused on the mission and vision, supporting members, allies and stakeholders to advance energy efficiency and meeting annual goals
- Report to MEEA's Board of Directors, meet all legal, governance and fiduciary responsibilities, coordinate Board committees and facilitate interaction between Board and MEEA staff
- Ensure that MEEA, as a membership-based organization, provides a value to member organizations and leads in cultivating new members and retaining existing member relationships
- Develop annual organizational budget for Board approval and prudently manage the organization's resources following all current laws and regulations
- Secure funding for the organization, including new opportunities from federal, state and local governments, utilities and foundations and maintain relationships with existing funders

- Oversee the design, marketing, promotion, delivery and quality of MEEA initiatives, trainings, offerings, services and events
- Responsible for MEEA's advocacy efforts, including testimony, white papers, research and policy positions
- Lead the MEEA Leadership team, including Finance & Operations, Membership & External Relations, Policy, Buildings and Market Solutions & Education
- Manage and cultivate the MEEA staff in accordance with personnel policies and procedures that fully conform to current laws and regulations
- Collaborate with other Regional Energy Efficiency Organizations to maintain access and relationships with the U.S. Department of Energy, U.S. Environmental Protection Agency and other federal agencies

## Qualifications

The successful candidate will be expected to have the following qualifications:

- B.A. or B.S. required in one of the following fields: political science, environmental science, engineering, architecture, building science, communications, planning, public policy or other related experience; Masters' degree a plus
- Minimum 15 years of experience in nonprofit management, program administration or policy advocacy
- Experience in energy efficiency and clean energy preferred
- Strong organizational, communication, oral and written presentation skills
- Proven ability to successfully manage multiple projects and responsibilities
- Demonstrated ability to maintain flexibility and adaptability to new program needs and shifting organizational priorities
- Proven ability to lead a team of leaders and professionals in a manner that builds trust and fosters an environment that values diverse perspectives and encourages a growth mindset
- Proficiency in Microsoft Office Suite
- Ability to travel at least 20% of the time

## Compensation

The Executive Director position has a starting salary of \$180,000, compensation for the selected candidate will be commensurate with experience. MEEA offers a competitive employment benefits package.

## Location

Civic Opera Building  
20 N Wacker Dr.  
Chicago, IL 60606

MEEA staff currently work in a hybrid environment with a requirement to work from the office at least 3 days per week.

## To Apply

Submit cover letter and resume to [jobs@mwalliance.org](mailto:jobs@mwalliance.org) with Subject: "Executive Director" by **Friday, April 28, 2023**.

MEEA is an equal opportunity employer and is committed to a policy of nondiscrimination with regard to race, sex, gender, color, age, religion, creed, class, sexual orientation, national origin, and disability.