



Executive Director - Position Description

Organization: Environmental & Energy Technology Council of Maine (E2Tech)

Mailing Address: P.O. Box 8517, Portland, Maine 04104

Worksite Address: Cloudport, 63 Federal Street, Portland, Maine

E2Tech – Maine’s only energy, environmental, and clean technology business and economic development organization – is currently looking for a new Executive Director. If you are passionate about cleantech businesses and building partnerships, and are a proven leader with specific experience in fundraising techniques and strategies, we encourage you to apply!

Responsibilities

E2Tech’s Executive Director is the public face and professional leadership of our organization, as well as our chief fund raiser, public spokesperson and primary contact. As Executive Director you will work at the direction of, and in close cooperation with, an engaged volunteer Board of Directors and several board subcommittees. Your primary role is to help companies in Maine gain exposure and build a network that will allow them to develop practical solutions to move their businesses forward.

Leadership & Management:

- Manage entire organization, including staff, programs, and projects.
- Serve as primary contact for members, non-members, partners, Board of Directors, Committees, media, policymakers, and other stakeholders.
- Manage the organization’s human resources requirements.
- Develop annual financial budget in conjunction with input from staff and Board Treasurer.
- Provide oversight of program / event development and execution; membership development, outreach and services; and marketing of the organization with staff and existing committees.
- Manage critical external relationships with entrepreneurs, mentors, innovation support organizations, investment firms, colleges, universities and community colleges and other groups with a vested interest in developing the energy and environmental ecosystem in Maine.

Fundraising & Communications:

- Play the lead role in reaching out to and / or meeting with representatives of funding organizations to share information about E2Tech, our mission, impacts on Maine’s business community, and programs.
- Facilitate research on third-party funding opportunities (e.g., federal, state, private, foundations etc.). Develop, prioritize, and maintain a list of targeted opportunities with due dates.
- Prepare applications for identified opportunities.
- Represent E2Tech at partner and related events.
- Promote E2Tech members, partners, and their products, services, and/or technologies.

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- Strengthen existing partnerships and forge new collaborations.

Planning & New Business:

- Working with our Strategic Planning Committee, create and implement short and long-term development goals and strategies. Execute the development plan.
- Champion the Maine energy, environmental and clean technology cluster as a visible spokesperson, bringing in additional resources and connections.
- Oversee and provide leadership as necessary for special project management and implementation.

Qualifications and Characteristics

The Executive Director will be thoroughly committed to E2Tech's mission. All candidates should have proven leadership, fundraising, partnership development, and organizational and/or program management experience. Concrete demonstrable experience and other qualifications include:

- At least 10 years of professional experience in a private or public-sector leadership role, with a BA or BS in a related program of study.
- Excellent fund development strategy, planning, and donor cultivation abilities.
- The ability to work with and motivate staff, board members, and other volunteers.
- The ability to build external relationships.
- Strong organizational skills and demonstrated ability to follow through on tasks and goals.
- Impeccable written and oral communication skills.
- Ability to work some evenings and weekends.
- Flexibility and adaptability; able to shift styles to fit the needs of a wide range of cultures, people, and organizations.
- Superior program management and leadership experience with ability to oversee multiple activities in coordination with a variety of partner organizations.
- Confident public speaking and presentation skills.
- Event production and management skills.
- Creative self-starter who can make things happen in a limited resource environment.
- Versatile with a willingness to carry out additional tasks that are not outlined in the above job description.
- A passion for energy, environmental and cleantech businesses.

About E2Tech

E2Tech is the state's only energy, environmental, and clean technology business and economic development organization responsible for promoting Maine companies; supporting their robust and sustainable acceleration; and helping them compete in national and international markets. E2Tech facilitates networking, serves as a clearinghouse for objective information, and leads efforts to promote the sector through business and economic development and sustainable job growth. The Executive Director will be working to help companies overcome challenges by providing connections to resources they need to grow and succeed. E2Tech works with almost every type of energy, environmental and clean technology business, public agency, NGO and numerous sector support organizations. These contacts are national, regional, state and local.

Hours and Compensation

The Executive Director will be a key part of the E2Tech team, which includes staff, contractors, and Members of E2Tech's Board of Directors and Committees. Compensation will be based on candidate's experience as well as agreed-upon roles and responsibilities. For more information on E2Tech, its programs, and projects, please visit <http://www.e2tech.org/>.

Send resume & cover letter electronically by March 1st, 2018 to:

Patrick Coughlin
Chair, E2Tech Board of Directors
Principal, St.Germain Collins
patrickc@stgermaincollins.com