



Center for **Energy Education**

Director, Center for Energy Education Roanoke Rapids, North Carolina

Center for Energy Education (C4EE) is a nonprofit organization headquartered in Halifax County, North Carolina. This is a full-time position based out of Roanoke Rapids, North Carolina.

The Center's mission is to provide a place where education, research, and industry-leading professionals work and learn side-by-side and educate and inform the community about all aspects of energy, from generation to consumption.

Job Description

Reporting directly to C4EE's Executive Director, the director will be responsible for developing programs to support the organization's strategic direction, as well as managing ongoing programs and initiatives. We are seeking a highly creative innovative individual with proven experience bringing ideas to completion. Responsibilities also include advancing revenue opportunities, managing timeline and budget and increasing the team's opportunities to support growing demand.

Responsibilities

- Responsible for organizing and managing a variety of programs and initiatives in accordance with goals of the organization.
- Responsible for gathering information, establishing workplans and other critical information necessary for the execution of projects.
- Manage organization's budgeting and financial forecasting activities. Lead the budgeting process for annual, quarterly, and monthly budget development.
- Collaborate with industry leaders, county officials and other stakeholders to ensure good alignment. Work with key stakeholders to bring programs to a reality.
- Manage special projects, implement plans and actions to bring projects to completion.
- Meet with stakeholders to make communications easy and transparent regarding project issues and decisions.
- Research industry trends and emerging market to ensure projects are up to date.
- Ensure goals are met in areas including customer satisfaction, safety, quality, and team member performance.

Program Director Requirements

- Bachelor's degree or master's degree in business or a related field.
- Proven experience in program management, strategic planning, and implementation strategy.
- Strong project, process, and organizational skills including creating and managing deal timeline schedules.

- Ability to drive ideas to completion
- Ability to work effectively with cross-functioning teams
- Ability to manage multiple projects simultaneously
- Proven stakeholder management skills
- Experience using computers for a variety of tasks
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Understanding project management