



Executive Director Job Description

North Carolina Clean Energy Fund Mission

Our mission is to accelerate investment in clean and efficient energy solutions and increase climate resilience in North Carolina, particularly to the benefit of underserved populations. We partner with public and private investors, foundations, and other non-profit organizations to deploy sustainable financing solutions that will create long-lasting environmental, economic and social benefits.

Summary

The North Carolina Clean Energy Fund (NCCEF) seeks its inaugural Executive Director to launch this cutting-edge, mission-driven organization. The Board of Directors welcomes applications from visionary, experienced, and resourceful leaders ready to roll up their sleeves and build an organization from the ground up that builds out the bold visions of NC communities.

The NCCEF Executive Director will have the vision, leadership, and genuine commitment to developing a successful nonprofit start-up that will dramatically scale investment in clean energy, sustainability, and greenhouse gas reductions in the state. They will demonstrate a genuine personal and professional commitment to tackling climate change issues at a local level for global impact, a commitment to equity, and a drive to bring their full entrepreneurial, creative, and leadership talent to bear. And they will build relationships to raise additional capital from public, philanthropic, and private sources to help NCCEF achieve its mission and goals.

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for NCCEF's staff, programs, expansion, and execution of its mission. In addition, the Executive Director will serve as the public face of the NCCEF with key partners and stakeholders. Importantly, as the inaugural Executive Director, the selected candidate will provide strategic leadership and guide the organization through its critical start-up phase and initial growth, including managing the recruitment of additional staff, and owning responsibility for the successful deployment of the organization's first financial offerings.

Position

The inaugural Executive Director is responsible for building and managing the fund's organizational effectiveness and program/product offerings. Thus the role is both internal and external facing. The Executive Director is responsible for developing and executing all financial, operational, and performance management standards, practices, and tools. This includes overseeing the development and facilitation of the fund's strategic planning process, resource allocation and performance management strategies, and internal policies and procedures.



Externally, the Executive Director is responsible for governing all business activities of NCCEF and leading work to develop product, pipeline, and capital. The Executive Director is expected to be well versed in North Carolina's pressing energy topics in order to play a central role in the strategic positioning of the office and communicating that vision and performance to a wide range of external stakeholders.

As the fund grows, the Executive Director will hire and supervise program staff to craft and manage program plans, ensuring that they meet operational, financial, and performance standards.

Due to the dual-nature of this role, focused on both the operational efficiency and financial integrity of the fund and on the product, pipeline, and market development practices of the organization, the Executive Director is expected to have strong organization, communication, and managerial skills and a keen ability to prioritize a wide range of activities.

Responsibilities:

Leadership and Management

The Executive Director will administer, manage, and direct the affairs and activities in accordance with the policies, control, and direction of the Board.

- Work in coordination with, maintain, actively engage, and support a strong and effective Board of Directors.
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems.
- Propose timelines and procure resources needed to achieve the strategic goals.
- Hire, lead, coach, develop, and retain highly talented staff as the organization grows.
- Actively engage with state agencies and officials, stakeholders, partner organizations, and funders, to build and solidify support for the NCCEF.
- Manage the operations of a start-up organization. Develop annual and multi-year budgets to responsibly grow the organization with the goal of long-term sustainability.
- Establish financial management and accountability structures.

Capital Development

The Executive Director will provide planning, guidance, and support activities to responsibly manage the NCCEF's investments and establish a pathway for financial sustainability.



- Develop and implement a capital development plan that prioritizes raising funds that allow maximum flexibility and align with the mission, vision and goals of the organization. This includes major capital resources from the federal Greenhouse Gas Reduction Fund as part of the newly signed Inflation Reduction Act.
- Design a strategic business planning process, financial projections and *pro forma* to inform the Board about NCCEF financial offerings.
- Build relationships to raise additional capital from public, philanthropic, and private sources.

Program Development

The Executive Director will be responsible for nurturing new product development including market research and program design.

- In consultation with the Board and with input from relevant stakeholders, develop and launch catalytic financial offerings (e.g., consumer, small business and agriculture financial products, co-lending with approved lenders, credit enhancements).
- Identify opportunities to partner with other green banks, financial institutions, and private and public organizations.
- Maintain a strong network of peers in green banks, financial institutions, and social investors in order to be aware of developments and opportunities in clean energy financing.
- Maintain a working knowledge of evolving practices in climate resilience and environmental justice to be able to develop offerings that align with the NCCEF mission.

Product Deployment

The Executive Director will be responsible for supporting capital deployment by launching projects and programs that align with and support the mission of the NCCEF.

- Develop origination and servicing structures, underwriting requirements, lending terms, rates, and structures for financial offerings.
- Negotiate lending terms with financial institutions and finalize product terms and structures.
- Build and grow partnerships with key stakeholders (e.g., contractors, lenders, CDFIs, associations, outreach groups, advisory NGOs) to ensure financial offerings complement the market.

Outreach and Business Development



The Executive Director will be responsible for communication and outreach to key stakeholders, partners, and constituents for the purposes of developing a reputable brand and expanding NCCEF business opportunities.

- Deepen and refine all aspects of outreach and communications, from web presence to external relations, with the goal of creating a reputable and recognizable brand.
- Build partnerships in new markets, establishing relationships with mission-focused foundations, corporations, utility providers and as appropriate, public officials and agencies.
- Broadly communicate organization results and successes to the Board, funders, public officials, and other stakeholders and partners.

The Ideal Candidate

Candidates must have significant experience in public and/or private investment. Ideal candidates will have a background in clean energy and/or climate finance, blended finance, and the ability to design and deliver effective financial programs or other offerings. A commitment to engage and partner with relevant stakeholders, especially under-served communities, is important to successfully deploy and mobilize third-party capital to catalyze low-carbon and resilient projects and programs in the state. They will likely have connections within and experience collaborating across the non-profit, financial, energy, affordable housing, agriculture, and public sector industries.

As a leader, the ideal candidate will be an experienced manager with a demonstrated ability to coach staff, and develop and manage high-performance teams, especially in a start-up environment. They will have experience setting and achieving strategic objectives with a talented Board and garnering and organizing staff and organizational resources to support those objectives.

A successful candidate will be able to seamlessly work across the strategic, operational, and administrative aspects of the Executive Director role. They will be willing to take on additional responsibilities to fill in the needs of the NCCEF, including but not limited to marketing, public relations, fundraising, procurement, hiring, contracting, training, outreach, and education.

Minimum Qualifications

- At a minimum a bachelor's degree in a relevant discipline (public administration; business administration; financial management) – master's degree preferred
- Minimum of 10 years professional experience, including operational and project management experience
- Strong time management and organization skills



- Strong written, oral, and presentation communication skills
- Proven leadership, coaching, and stakeholder engagement experience
- Experience in and knowledge of North Carolina energy/finance issues

Position Details

Status: Full-time

Location: North Carolina, with willingness to travel to the Raleigh/Durham area

Salary and Benefits: Commensurate with experience and qualifications

To Apply

Interested applicants should submit (1) a detailed cover letter expressing their interest and fit for the position, and (2) a CV/resume clearly outlining experience, abilities, and qualifications satisfying the needs of the organization.

Application materials should be sent to: nccleanenergy+careers@gmail.com