

Director of Operations
The Energy Cooperative
Philadelphia, PA

Organization Description:

We're a non-profit member-owned energy supplier providing biodiesel, heating oil, bioheating oil, and 100% renewable electricity to thousands of residential, commercial, and municipal members in the Philadelphia area. Based in Center City, we're a small organization trying to do big things. Our mission is: to provide energy cost savings, education and advocacy on behalf of our members; to promote the efficient use of energy and the development and use of renewable energy; and to support cooperative concepts and participate in the cooperative movement. Founded in 1979, The Cooperative has been recognized regionally and nationally as an innovator in the renewable energy sector.

Job Description:

We seek a committed, resourceful person to manage the overall operations and growth of the business. This position is a challenging mix of technical/energy expertise and business skills with a healthy dose of grassroots organizing and office management. Although we are a "non-profit," we earn almost all of our operating income from the sales of energy products to our members. The right candidate will be comfortable negotiating power supply contracts one minute and finding innovative ways to advertise low income assistance programs the next minute.

This position reports directly to the Board of Directors and is responsible for managing a staff of 2-4 highly talented people, plus a part-time bookkeeper.

Specific duties include:

- Contracting for and managing supply of electricity and renewable energy credits on an annual basis
- Contracting for and managing supply of biodiesel
- Preparing annual budgets and managing finances to meet it
- All financial management including approving and paying monthly energy bills, vendor bills, biodiesel invoices and bills, billing customers, assuring that all taxes and tax returns are paid and filed on time including PA sales tax, PA Gross Receipts Tax, Federal and State corporation tax, and Phila wage tax
- Work with accountants to conduct annual financial audit and annual power audit
- Monthly, quarterly and annual electricity reporting to USDOE-EIA, FERC, PUC, and other regulatory agencies
- Personnel management, hiring, firing, performance reviews
- Preparing financial and operational reports for Board meetings (10-12 per year), and annual membership meeting
- Building oil dealer network, managing contracts with suppliers
- Developing new models to buy renewables that meet our mission
- Grow customer base, especially for biodiesel and bioheating oil
- Maintain a positive work environment where communication, creativity, respect and team work is encouraged

This job is a perfect second or third career for someone – if you've made your mark elsewhere and want a challenging job that lets you make a difference, this is the job for you. The right candidate will thrive in an environment that is casual, yet professional – we're not trying to

prove anything, we're just trying to find innovative ways to serve our members and grow the market for renewable energy.

Compensation and Benefits:

Salary range \$55,000 - \$65,000, depending on experience. Health, vision, and dental insurance. Generous holidays and vacation. Position available 6/1/08, some flexibility.

Position Qualifications:

- Bachelors in engineering/environmental/technical/business/social science
- MBA preferred, or experience running a business
- Knowledge of, or intense interest in, power markets
- A analytical bent – ability to track trends, look for trouble in business operations before they become acute
- Strong quantitative and analytical skills with knowledge of basic bookkeeping and Quickbooks, ability to build cost/benefit analyses, evaluate profit/loss statements and translate into operational improvements
- Proven track record of developing and delivering messaging that moves consumers and businesses to make purchase decisions
- Understanding of how to market a commodity that is also a social good
- Capacity to recognize big picture issues to develop strategy and then switch gears to the little picture to realize implementation
- Knowledge of environmental issues, including climate change and urban air quality
- Articulate public speaker, with experience in media relations
- Proficiency in Word, Excel, Access, QuickBooks, PowerPoint

Past Experience in the following areas will help you succeed:

- Product development
- Small business management
- Sales/procurement
- Deal-making/negotiation
- Business development/marketing
- Chemical/petroleum/energy/engineering

The Energy Cooperative is an equal opportunity employer and encourages applicants of all races, cultures, genders and sexual preferences. Send resume and cover letter to: Nadia Adawi, Director of Operations, The Energy Cooperative, 1218 Chestnut St., Suite 1003, Philadelphia, PA 19107, fax: (215) 413-2140, jobs@theEnergy.coop. PLEASE! No phone calls or walk-ins. Specific questions are welcomed by e-mail.