**Job Description: Executive Director, Idaho Advanced Energy Consortium (IAEC)**

**Position Overview**

The Idaho Advanced Energy Consortium (IAEC) is seeking a dynamic, mission-driven, hands-on visionary Executive Director (ED) to lead the organization through its next phase of growth and development. Reporting to the Board of Directors, the Executive Director will provide strategic leadership, oversee daily operations, and build partnerships and relationships to ensure the growth and sustainability of the organization. This individual will be responsible for building partnerships, managing operations, and serving as the public face of the organization. The Executive Director is the most critical role in the IAEC’s leadership, in maintaining external relationships and in public policy activity.

**IAEC Overview**

The Idaho Advanced Energy Consortium (IAEC) convenes industry stakeholders to identify, plan, and act to address needs across the advanced energy sector. These include the evolving and shared supply chain, workforce development, community, infrastructure, and security needs. IAEC influences advanced energy policy and encourages interest in the continued growth of the advanced energy sector across Idaho.

**Key Responsibilities**

1. **Leadership & Organizational Management**
	* Oversee the daily operations of IAEC, ensuring effective execution of activities, programs, and services.
	* Manage a small, dedicated staff and volunteer working groups, ensuring efficient and cohesive teamwork.
	* Maintain clear and consistent communication with IAEC members, providing updates on initiatives, membership benefits, and organizational developments.
	* Lead the preparation and filing of all required documents, including annual reports, tax filings, and other regulatory submissions.
2. **Regional & Multi-State Initiatives**
	* Develop, manage, and execute regional and statewide energy initiatives, including collaborations with industry partners, state agencies, and other stakeholders.
	* Advocate for Idaho's advanced energy industry at local, state, and national levels, working to expand market opportunities, policies, and resources.
	* Cultivate partnerships across state lines, where appropriate, to position Idaho as a leader in the advanced energy sector.
3. **Financial Management & Fundraising**
	* Oversee the management of IAEC's budget and grant funds, ensuring compliance with financial regulations and organizational policies.
	* Develop and maintain strong relationships with current and potential funders, including government agencies, foundations, and private sector partners.
	* Monitor and report on the effective use of grant funds, ensuring accountability and timely reporting to granting bodies.
4. **Membership Growth & Engagement**
	* Develop and execute strategies to grow IAEC’s membership base, expanding both the number of members and the diversity of membership categories.
	* Enhance member engagement through regular communication, events, and providing value-added services that promote networking and collaboration.
5. **Strategic Planning & Execution**
	* Lead the development and implementation of IAEC's strategic plan, ensuring alignment with the organization’s mission, vision, and long-term goals.
	* Work closely with the Board of Directors and staff to track progress and make data-driven decisions for continuous improvement.
	* Provide regular updates and insights to the IAEC Board of Directors, including detailed quarterly reports on key initiatives, financial status, and organizational performance.

**Experience & Qualifications**

* **Required:**
	+ Proven experience in managing a small business or nonprofit organization, including financial oversight, staff management, and strategic planning.
	+ Strong understanding of organizational operations, including budgeting, reporting, and compliance.
	+ Experience with grant writing, fundraising, and managing government contracts and private funding sources.
	+ Demonstrated success in leading projects and initiatives, with experience in regional or statewide program management.
	+ Excellent written and verbal communication skills, with experience presenting to diverse audiences, including boards, members, and external stakeholders.
	+ Ability to build and maintain relationships with a variety of stakeholders, including members, government officials, industry leaders, and funding partners.
	+ Bachelor’s Degree and 5-7 years of management experience required
* **Preferred:**
	+ Experience in the energy industry, particularly in advanced energy technologies or clean energy policy.
	+ Familiarity with energy markets, state and federal energy regulations, and environmental sustainability initiatives.
	+ Established network within the energy sector or related industries.

**Compensation**
Compensation will be commensurate with experience and qualifications, dependent on organizational funding. IAEC offers a competitive compensation package. Compensation may also be commensurate with membership and sponsorship growth.

IAEC is seeking a qualified induvial for 20-40 hours a week, as needed, subcontracted or 1099 compensation model is preferred upon hiring.

**Application Instructions**
Interested candidates should submit a resume, cover letter, and three professional references to Steve Laflin at stevel@idahoadvancedenergy.org. IAEC is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.