



NORTHEAST EMPLOYMENT AND TRAINING ORGANIZATION, INC.

EXECUTIVE DIRECTOR & DIRECTOR OF WEATHERIZATION SEARCH

Over the last 45 years, Northeast Employment and Training Organization, Inc. (NETO) has delivered services to residents of the Caledonia, Essex and Orleans Counties. Through our Weatherization Assistance Program (WAP), we've helped over 10,000 households save money, improve health and safety, reduce energy consumption, and greenhouse gases by improving the energy efficiency of their homes.

About NETO

NETO is a private, non-profit with an administrative office in Newport, a second location in St. Johnsbury, 35 employees, and \$ 7MM in annual operating revenues. The organization is seeking a new E.D. to guide our team into the future as Weatherization is expanding. Our dedicated Assistant Executive Director, Projects Manager, and Fiscal Director are co-managing the organization on an interim basis. The incumbent will divide their time between the duties of Executive Director and Director of Weatherization.

Our service offerings include:

- Comprehensive "whole house" assessments of energy-related problems.
- State-of-the-art building diagnostics, including blower door, carbon monoxide, and heating system testing and infrared scans; and
- "Full-service" energy-efficient retrofits, including dense-pack sidewall insulation, air sealing, attic insulation, heating system upgrades and replacements.

JOB SUMMARY

The Executive Director serves as the chief administrator of both the organization as a whole and the weatherization program itself, providing leadership, and directing and overseeing all functions of NETO in accordance with goals and policies set by the Board of Directors. Direct reports include the Assistant Director, Fiscal Director, Area Coordinators, and Project Managers. This individual is responsible for the strategic and ongoing planning, implementation, day-to-day management, supervision, grants, reporting, recordkeeping, monitoring, and evaluation of all NETO weatherization services and operations, including: the Weatherization Assistance Program (WAP), Emergency Heating System Grant Program (EHSGP), Efficiency Vermont (EVT) electric efficiency programs, and other potential Grants.

QUALIFICATIONS

Education, Experience, and Knowledge

Required

- Minimum ten years of relevant experience, including three years managing people, programs, and budgets; or a combination of education and experience from which comparable knowledge and skills are acquired.
- Significant experience with business and project management, and keeping multiple, concurrent projects on time and within budget.

Preferred

- Bachelor's degree in human services, business, or other related discipline.
- Broad and in-depth knowledge of human service agencies, including funding, administration, grants management, and operations.

- Extensive knowledge of energy efficiency programs and energy related issues.
- Understanding of building construction and materials and the principles of energy efficient retrofits.
- Familiar with basic concepts of home rehabilitation, energy conservation, and related technology.

Knowledge, Skills, and Abilities

- Program and operations planning, evaluation, administration, organization, fiscal and people management.
- Analytical and problem-solving skills.
- Excellent organizational skills to maintain data flow, electronic files, and paper files, with job-based systems and multiple funding sources.
- Effective verbal, written, and interpersonal communication skills, including the ability to tactfully navigate strong personalities and differences of opinion.
- Proficient with Microsoft Office Suite.
- Knowledge of, and sensitivity to, the needs of low-income Vermonters.
- Ability to establish and maintain working relationships with the following groups:
 - NETO and agency staff.
 - Government agencies, community leaders, and the general public.
 - Board of directors (preferred)
- Ability to maintain confidentiality with regard to client and personnel issues.
- Able to apply good formal and informal teaching, training, and advisory skills with diverse audiences.
- Must have a valid driver’s license, clean driving record, and reliable transportation.

Attributes

- Positive, mature, diplomatic, and motivated to reduce the energy burdens of income eligible Vermonters.
- A commitment to social justice and to working with families with limited financial resources.

WORK LOCATION

The Executive Director divides their time between the main office in Newport, the satellite office in St. Johnsbury, visiting project sites in the tri-county service area, and attending meetings at the other WAP Agencies, and the public throughout Vermont.

PRE-EMPLOYMENT REQUIREMENTS

An offer of employment will be conditioned upon acceptable credit and criminal background checks.

COMPENSATION PACKAGE

NETO will offer a compensation package that includes a base salary within the hiring range (\$90,000-\$125,000), and benefits that include generous paid time off; 100% paid health insurance; 100% paid dental, vision, and life insurance; a Flexible Spending Account; contributions to a Health Reimbursement Account; and a retirement plan.

Applications including cover letters and resumes will be considered on a rolling basis and should be sent to the Vice President of our Board, Graham Rae, for consideration by the hiring committee.

grahamrae@gmail.com For a full job description visit www.vtneto.org