

JOB DESCRIPTION – Executive Director Texas Energy Poverty Research Institute

Mission

The mission of the Texas Energy Poverty Research Institute (TEPRI) is to inspire lasting energy solutions for low-income communities across Texas. We work with energy poverty stakeholders to conduct research, build evidence, create tools, and partner with local jurisdictions to develop and test new practices that can scale. Our efforts aim to improve the systems that are needed to enable sustainable energy solutions to reach underserved communities so that their benefits may flow to those most in need.

Expectations of Executive Director

TEPRI seeks an **Executive Director** with keen intellectual curiosity and a deep interest in making a positive impact at the intersection of energy and poverty through applied research. The ED will have overall responsibility for executing [TEPRI's strategic plan](#) through management of the organization, fundraising, and serving as the primary face of the organization.

The ideal candidate will have a strong creative and entrepreneurial spirit, team-oriented management skills, and experience conducting research in the energy sector. Essential duties and responsibilities include, but are not limited to, the following:

Primary Responsibilities

- Manage the TEPRI team to execute TEPRI's mission-driven research agenda to meet both long- and short-term strategic goals for TEPRI and our members and supporters
- Build a diversified revenue stream, including membership, contract, and grant funding for research initiatives, working capital, and investment in the organization's growth
- Plan and manage research initiatives pertaining to energy poverty and its drivers, effects, and mitigation strategies
- Engage TEPRI members and key stakeholders to plan for the energy future and set priorities
- Leverage strategic partnerships with academic and other non-profit research organizations to deliver research agenda
- Communicate research findings to broad stakeholder network through white papers, webinars, social media, conferences, and media outlets

Maintain and grow TEPRI's robust fiscal and operational health

Expectations

1) Skillful Leadership & Management:

- a) Engage and energize the TEPRI staff, board and stakeholders around energy poverty and related issues
- b) Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve strategic goals as developed with the TEPRI Board of Directors
- c) Develop, maintain, and support a strong Board of Directors: serve as ex officio member of committees, utilize board members to further organizational goals and strategic initiatives
- d) Lead, coach, develop, and retain a high-performance team

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- e) Ensure effective systems to track program progress, and regularly evaluate program components, so as to measure successes against strategic planning initiatives
- 2) Consistent, Dependable and Sustainable Fundraising - Compelling and Relevant Communications:
 - a) Expand revenue generating and fundraising strategies to support existing operations and scalable program expansion
 - b) Oversee internal and external communications—from web presence to external relations, with the goal of effectively communicating energy poverty dialogue
 - c) Expand network of organizations, businesses, interested stakeholders, and government entities dedicated to effectively resolving issues surrounding energy poverty in Texas
 - 3) Financially Astute & Operationally Savvy:
 - a) Maintain sound financial practices and provide fiscal reports to Board
 - b) Prepare annual budget and fundraising plan for Board
 - c) Manage budget to ensure adequate funds are available to permit the organization to carry out its work
 - d) Ensure job descriptions are developed, regular performance evaluations are conducted, and sound human resource practices are in place and followed
 - e) Maintain an organizational climate that attracts, keeps, and motivates high quality and diverse talent
 - 4) Forward Thinking, Planning – Expand Business Growth and Development:
 - a) Plan for the future of energy, design for programmatic growth and drive the strategic planning process

Qualifications

The ED must be thoroughly committed to the mission of TEPRI. The successful candidate should have proven leadership skills, fundraising experience, strong verbal and written communications skills, some general knowledge around Texas power market and social science research. Concrete experience and other qualifications include:

Key Criteria:

- Advanced degree preferred, with at least 5 years of senior management experience; a track record of effectively leading and scaling an organization; specific examples of having developed and operationalized strategies that have taken an entity to the next stage of growth
- 8-10 years related work experience, optimally with a minimum of 5 years of energy efficiency, energy policy, regulatory, or relevant social impact expertise
- 3-5 years of nonprofit (or equivalent) management experience
- 3-5 years of developing and implementing donor development efforts
- Public speaking experience

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General Preferences:

- Unwavering commitment to quality programs and advancing dialogue on energy poverty issues and the future of energy
- Excellence in organizational management with the ability to coach, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Marketing and public relations experience with the ability to engage a wide range of stakeholders including industry, academia, government, foundations, and non-profits
- Strong written and verbal communication skills with excellent interpersonal skills
- Action-oriented, self-starter, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Flexibility and willingness to manage many different types of tasks

Education and Experience

- A bachelors degree in public policy, engineering, environmental sciences or a related field. An advanced degree in a STEM related field is a plus
- Professional experience in research, including the use of large datasets, ideally in energy

ENVIRONMENT

TEPRI is a young non-profit and growing rapidly. We have a small team of innovative and creative thinkers. Our team works out of a shared-office space located on South Congress Avenue in downtown Austin, Texas. Parking is included and available 24/7. Texas-based candidates outside of Austin may be considered.

We will provide a competitive compensation and benefits. Compensation is commensurate with experience.

We are actively committed to promoting and maintaining diversity to our work. We encourage everyone across the spectrums of race, ethnicity, nationality, ability, age, gender identity and expression, educational background, sexual orientation, and religion to apply.

To apply, please submit a resume and cover letter and 3 professional references to: Ric Reyes at admin@tepri.org