



Community Action Partnership Position Description

Project Director: Energy Partnerships Project

SUMMARY

The Community Action Partnership is seeking a Project Director to manage the Weatherization Leveraged Partnerships Project, a long-running, federally-funded project that supports local Weatherization Assistance Programs with their initiatives to create energy-related partnerships that benefit families and communities with low income. Such partnerships currently include funding, collaboration, and innovation that brings more resources for clean energy, energy efficiency and other housing improvements and legal protections for lower-income energy users and the disadvantaged communities Community Action serves.

The Project Director reports to the Chief Executive Officer, is responsible for designing and implementing program activities, and managing the federal grant which supports them. The position will work with local Weatherization provider organizations across the United States, with their state wide partners and, at the national and regional levels, with other national organizations and enterprises that can contribute to our goal of making clean and efficient energy and other essential resources accessible and affordable to all. Learn more about the project at <https://communityactionpartnership.com/energy-partnerships/>.

The Project Manager will also will contribute to the general activities of CAP, such as conferences, cross-department programming, leadership training, events, and communications to the Community Action Network, not limited to weatherization, energy affordability, and clean energy. The position will require overnight domestic travel (when safe to do so).

While the position is based in the national office in Washington, DC, the Partnership reserves the right to hire a remote employee to meet the project's needs. If remote, periodic overnight travel to Washington DC will be required when safe to do so. This is a full-time exempt position with a salary range of \$70,000-\$75,000 depending on experience. Generous benefits package includes health insurance, vacation and sick time, retirement savings match and other benefits. The position remains open until filled.

TO APPLY: All of the following items must be received to be considered for the position: 1) resume, 2) cover letter outlining how your experience matches the criteria listed below and why you are interested in the position, and 3) writing sample that has relevance to your skills and interest. Send all 3 items to jobs@communityactionpartnership.com with *Energy Project Director job* in the subject line. If you have a question about the position, email the same address and make the subject line EnergyJob QUESTION. *We cannot accept calls and cannot guarantee a response to questions.*

The Community Action Partnership is the national hub that links the nation's 1,000+ Community Action Agencies to each another and to leaders looking for solutions that connect Americans to greater opportunity. The nation's Community Action Agencies are a robust state and local force – reaching children and families in 99% of America's counties with life-

changing services, from early childhood education to job training to services for seniors. More information can be found at www.communityactionpartnership.com.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Manage the Weatherization Leveraged Partnerships initiative that provides help to Weatherization providers, including Community Action Agencies and their local, state and private partners, in expanding their impact and resources through new partnerships for weatherization, energy affordability and clean energy initiatives and related investments that improve the lives and communities of lower income Americans.
- Create and continually refresh the project's training content and tools for local Weatherization organizations and state associations which will assist in securing leveraged funds, developing partnerships, and designing and managing coordinated energy programs.
- Consult directly and regularly with local WAP agencies and their state associations to design and provide technical assistance on energy partnerships and to track and learn about innovative practices.
- Conduct research on current and emerging energy markets and their impact on low-and moderate-income energy consumers and on the affordability of housing.
- Maintain consistent communications with the Department of Energy Weatherization Assistance Program leadership to ensure the Project meets its objectives as well as those of Local Community Action Agencies, Weatherization providers, national partners, and others.
- Identify, network with, and participate with a range of related national groups including funders of and advocates for energy efficiency and renewable energy, developers of affordable and healthy housing, consumer advocates, and environmental justice groups.
- Design and deliver training at two national CAP conferences annually as well as at other groups' and conferences, as invited. Manage work performed by any project- assigned staff and consultant[s]
- Keep the current project website updated and user-friendly in conjunction with CAP's site advisors or contractors.
- Develop and revise the project agenda for activities and deliverables as needed.
- Conduct grants management tasks including drafting and submitting program and fiscal reports on time as noted in grant agreements, working with CAP fiscal and other team members to ensure well-done reporting and on-time submission.
- Develop and monitor project budgets and work with CAP fiscal to ensure all expenditures are appropriate and approved. Monthly review the program to actual and ensure accurate fiscal reporting.
- Engage in multiple CAP projects with similar goals as assigned by the CEO. Time may be allocated to working on non-grant work for CAP's related training and research for Community Action.
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

May at times supervise staff and students including research assistants and interns.

QUALIFICATIONS

- Bachelor of Arts or Sciences degree in policy, sociology, nonprofit management, economics business, public administration, social work, or a related field of study. Master's Degree preferred, but equivalent experience will be considered.
- Experience in a Community Action Agency, State Association, or similar anti-poverty organization coupled with deep knowledge of public policy that addresses income inequality and economic insecurity is preferred.

- Knowledge of state and federal anti-poverty and community development programs and their operations, preferably as a result of working in delivering and designing services, investments and/or projects of this nature.
- Minimum four (4) years of experience in a policy development or leadership role.
- Understanding how local nonprofits implement state/ federal/private antipoverty initiatives.
- Understanding of non-profit organizations' functioning and operations.
- Knowledge of federal, state or utility energy affordability programs (e.g. Weatherization and LIHEAP) is preferred.
- Expertise in utility and other energy market regulations, environmental justice issues and solutions, income inequality, health determinants of poverty and demonstrated research skills, particularly skill with quantitative analysis are of great value to the position.
- Strong oral, group, and written communication skills because the individual will need to connect with a diverse range of potential partners, such as leaders of national and regional associations and advocacy groups, other enterprises with similar goals, federal and state officials, and subject matter experts.
- Sensitivity to diverse cultures, races, and knowledge of low-income family situations.
- Ability to think creatively, solve problems large and small and be a key contributor to Partnership goals.
- Demonstrated success in implementing projects including producing with written deliverables, reporting and financial tracking.
- Understanding the nature and purpose of national associations and national advocacy organizations.
- Ability to manage a team that may include senior experts, student interns as research assistant and shared staff[s].
- Proven ability to prioritize and manage multiple tasks simultaneously.
- Ability to work remotely when on work travel.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The noise level in the regular work environment is usually moderate.
- The ability to travel for activities such as meetings, classes, and workshops in and around the DC area.
- Must be able to travel by air as needed to attend training, conferences, and related activities.
- Overnight travel, typically for several workdays at a time, is required approximately 15% of the time when health policy permits.
- If remote, will need to be able to conduct work during work hours that align with the Washington DC office.