

RENEWABLE ENERGY LONG ISLAND, INC.

Long Island, NY

reLI.org

Deputy Executive Director

Position Description & Candidate Qualifications

Renewable Energy Long Island (“reLI”), founded in 2003, is a 501-c-3 not-for-profit organization working to accelerate the transition to 100 percent renewable energy on Long Island and beyond.

reLI is the only not-for-profit organization on Long Island with an exclusive focus on renewable energy and energy efficiency.

reLI has extensive experience in energy efficiency and renewable energy policies, initiatives, and programs. The organization has a proven track record with consumer advocacy, stakeholder engagement, and outreach and education activities in Suffolk and Nassau County. reLI has provided successful consumer outreach services on Long Island under multi-year contracts with the U.S. Department of Energy, the State of New York, the Long Island Power Authority, and the Town of East Hampton.

reLI may be best known for its advocacy to reduce climate changing greenhouse gas emissions and air pollution by transitioning to 100 percent renewable energy sources. In 2012, the organization commissioned a study which showed that 100 percent of Long Island’s electricity consumption could be supplied with renewable energy sources. reLI then advocated for communities and municipalities to adopt 100 percent community-wide renewable energy goals and now assists with the implementation of programs and policies to reach these goals.

reLI’s founder and executive director, Gordian Raacke, has 29 years of professional experience in the field of consumer advocacy, energy efficiency, and renewable energy on Long Island.

Over the last two decades, reLI has built trusted and long-standing relationships with state and local governments, civic, environmental, and business organizations, as well as regional and local media outlets.

The position’s work place is expected to be a home office.

For more information, visit reLI.org

CHALLENGES AND OPPORTUNITIES

reLI has arrived at a point of unprecedented opportunities, having secured significant amounts of revenue through multi-year contracts and recurring annual grant funding.

The Executive Director (ED) and the individual filling the newly created Deputy Executive Director (DED) position will work together and with program staff and partners to ensure that reLI fulfills its responsibilities under its current and future contracts and grant agreements. The ED and DED will also work with the Board to devise and execute plans to strengthen and expand the Board and to develop plans to diversify revenue sources by increasing revenue from membership contributions, special events, and other fundraising strategies.

In the longer term, this position will potentially assume overall management and leadership of the organization's operations, including primary responsibility for developing policy positions, fiscal planning, organizational development, staffing and overseeing staff, budgeting, and maintaining public, government, organizational, and media relations.

POSITION SUMMARY

The Deputy Executive Director (DED) is an initial title to describe the individual who will work with the current executive director, program staff, and the Board. This position will report to the ED.

In the near term, the DED will concentrate on managing existing contracts and grants, work on contract and grant tasks, perform administrative duties, and grow reLI's fundraising capacity, while learning about the organization, its mission, management, practices, and day-to-day operations.

The individual will also participate in, and contribute to strategic planning and execution of plans, such as special events, professional membership recruitment, and Board development.

SPECIFIC RESPONSIBILITIES

Contracts, Grants, and Other Revenue Sources (near term)

Under the guidance of, and working with the ED, the DED's responsibilities will include

- **Existing contracts and grants**
 - manage, plan, and work on contracts and grants to ensure that all required tasks and deliverables are executed and delivered in ways that meet or exceed the client's expectations, in a professional, effective, and timely manner
 - communicate with, and participate in staff, client, Board, and other relevant meetings as needed
 - identify gaps, weaknesses, and opportunities to achieve better outcomes in contract and grant work; then seek, design, and implement improvements
- **Organizational development**
 - monitor Requests for Proposals for upcoming contract and grant opportunities or potential renewals; develop and submit proposals as appropriate
 - develop, and implement a suitable reLI professional/private sector membership program

- assess opportunities for developing additional revenue sources
- explore, develop, and implement other feasible fundraising and revenue generating initiatives as appropriate
- design and establish a reLI volunteer program (i.e., for social media, websites, e-newsletter)
- work on Board development and expansion, in collaboration with the Board of directors
- design and implement, in collaboration with the Board, donor engagement and fundraising strategies

Communication, Finance, and Administration (near term)

Under initial guidance of the ED, the DED will

- perform communication, supervisory, financial, and other administrative duties, including
 - scheduling, monitoring, and responding to emails, web inquiries, and phone calls
 - directing reLI website, social media, and bulk email systems, content, and communications
 - communicating with staff, Board, members, volunteers, and relevant partners, organizations, and coalitions
 - managing, supervising, and training staff
 - monitoring contractors, program providers, and vendors
 - reviewing timesheets, invoicing clients, paying bills, monitoring expenses, maintaining QuickBooks, initiating payroll processing, assisting bookkeeper and accountant, and filing reports

Overall Management and Leadership of the Organization (long term)

- Assume full executive leadership and management of the organization, including
 - responsibility of day-to-day management and operation of the organization
 - strategic and fiscal planning
 - examining issues, and developing and communicating policy positions
 - monitoring relevant regulatory proceedings and agency developments, and providing input and comments as appropriate
 - developing project, program, and initiative proposals, and overseeing implementation
 - external communications, including news releases and conferences, interviews, panel discussions, public presentations, and testimony
 - guiding, directing, and overseeing development of contracts, grants, membership, and other fundraising activities
 - maintaining and growing relationships with organizations and individuals
 - participating in collaborative efforts with other organizations
 - serving on relevant committees, task forces, and other bodies
 - staffing, employment policies, procedures, and staff development
 - budgeting, banking, expense tracking, cash flow management, and reporting

QUALIFICATIONS

- Demonstrated minimum of 5-year successful senior leadership in the not-for-profit or public sectors, and/or in the clean energy and climate mitigation field
- Knowledge of the Long Island region is required, preferably with good knowledge of important organizations and players in both public and private sectors in the clean energy, climate mitigation, and energy utilities fields
- Ability to speak authentically about reLI and its vision, mission, and activities
- Proven management and organizational expertise, with good people, business, and financial skills
- Ability to analyze and understand complex technical, scientific, regulatory, and policy issues, data, and systems, and communicate them to others orally and in writing
- Capability to envision, design, and implement effective initiatives, programs, projects, and policies to address needs or gaps in local and regional adoption of clean energy and climate solutions
- Training and experience in public speaking and presenting before large and small audiences from diverse backgrounds to effectively communicate, educate, and persuade
- Collaborative management style and demonstrated understanding of the value and power of teams and internal and external collaborative work
- Be a proven, inspiring leader and manager of staff and volunteers
- Ability to manage multiple assignments and changing priorities; diligence with strong follow-through; and the discipline to meet tight deadlines
- Willingness and ability to work evenings and weekends as needed, and to travel to meetings, conferences, hearings, and functions
- Good knowledge of Google Workspace, MS Office Suite, and QuickBooks required, Salesforce CRM knowledge desirable
- An undergraduate degree is required, or significant work experience alongside professional certifications in the sector

CONTACT

To apply, nominate others, or obtain further information, please contact

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