



JOB ANNOUNCEMENT OPERATIONS DIRECTOR

To apply, please send a resume and cover letter to Tom Habashi at tomh@svcleanenergy.org.

SUMMARY

The Operations Director works under the direction and guidance of the CalCCA Board of Directors and reports directly to the Board President. In the future, this position will report directly to the Executive Director. The Operations Director has responsibility for a wide range of matters supporting the formation and essential ongoing operations of CalCCA, including but not limited to, internal functions such as information technology, operational policies and procedures, budget oversight and management, compliance and financial reporting obligations, invoice and payment processing, contract management and administration, membership program management, event coordination, human resources, communications and marketing management, external relationship building, vendor and consultant management, and Board/Committee coordination. This position also facilitates the development of key strategic policy priorities of the association. The Operations Director position, in coordination with the necessary Board members, committees, and approval procedures, serves as a decision maker for necessary operational matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organize, plan, and prioritize work to ensure the successful formation and ongoing operations of CalCCA
- Develop and implement the membership program to ensure successful recruitment, stewardship, and retention of Operational, Affiliate, and Partner members
- Develop and coordinate annual and one-off member events
- Develop and implement internal operating policies and procedures
- Develop and oversee management of IT infrastructure, electronic file storage systems, and web-based services including Bill.com, Quickbooks, phone line, and email platforms

- Support and coordinate the activities of the Board of Directors including meetings, orientations, education, reporting, and other functions as needed
- Prepare materials for the monthly Board meetings
- Support and coordinate the activities of the CalCCA Board Committees, Subcommittees, and Discussion Groups
- Interface with the California Public Utilities Commission and the State Legislature on regulatory and legislative matters as directed
- Oversee budget and finances
- Process invoices and issue payments
- Ensure timely delivery of reporting and compliance requirements
- Oversee the development of communications and marketing materials including website, collateral, press releases, and newsletters
- Oversee and administer human resources functions including payroll, benefits, and other legal requirements
- Develop and administer contracts with external vendors and consultants
- Other duties as identified or assigned by the Board of Directors

MINIMUM QUALIFICATIONS AND DESIRED CHARACTERISTICS

To perform the job successfully, the individual should hold a Bachelor's degree in business, public administration, political science, or a related field. Fully qualified candidates should also possess at least five years of progressively responsible experience in management, development, administrative, and operational functions. An advanced degree in business administration, public policy, or a related field is desirable. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Community Choice Aggregation (CCA) and the California electric utility market
- The purpose, organization, and operations of CCAs and trade associations
- California legislative and regulatory processes
- Practices and principles of data analysis
- Information systems management
- Budget and financial management
- Best practices for program and project management
- Data and statistical analysis
- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Bill.com/Quickbooks
- Basic branding, design, and marketing

Ability to:

- Manage multiple priorities and projects and quickly adapt to changing priorities in a fast-paced dynamic environment
- Represent CalCCA in an effective, strategic, and beneficial way to internal and external stakeholders
- Advocate effectively for organizational priorities and policies
- Build consensus, execute strategies, and coordinate efforts
- Negotiate contracts with external entities
- Take responsibility and work independently, as well as coordinate agency efforts
- Be thorough and detail oriented
- Work independently, accurately, and efficiently under pressure and with little oversight
- Demonstrate patience, tact, courtesy, and sound decision-making
- Exercise sound judgement and operate with confidentiality and discretion
- Communicate well both verbally and in written form
- Represent CalCCA in an effective, strategic, and beneficial way to internal and external stakeholders
- Establish and maintain effective and professional working relationships with persons encountered during the performance of duties
- Lead efforts with passion, idealism, integrity, and positive attitude

COMPENSATION, BENEFITS, AND LOCATION

Compensation for this position will be based on the qualifications of the top candidate with the exact number to be determined by the Board of Directors. In addition, a competitive benefits package will be designed to include a monthly allotment for health and dental coverage, contribution into a retirement plan, and life insurance. A paid-time-off leave policy will also be developed to offer holidays, vacation, personal leave, administrative leave, and maternity-paternity leave. In lieu of a benefits package, the position may be designated as an external contractor with additional compensation to be negotiated at the time of hire.

The candidate for this position will have the option to either work remotely, at of one of the Board members' existing agency offices, or a combination of the two until permanent office space is developed.