



The California Association of Building Energy Consultants (CABEC) has served as a non-profit trade organization for three decades, serving the educational and certification needs of Title 24 energy efficiency professionals in California. This growing organization advocates for its 300+ members to the California Energy Commission and other entities, and provides educational courses, testing, certification, conferences, webinars, web-based information to the public and members, and regular written communication about the industry.

To accomplish the goals of broadening and growing its membership base and expanding training and mentoring, CABEC is seeking candidates for a full time Executive Director position. Ideal candidates will be passionate about energy efficiency, energy conservation, and sustainability in California as well as being familiar with the industry. This is a full-time, home-based position with a remote support staff of several part-time employees plus a contracted webmaster. The Executive Director will also provide oversight for CABEC Advantage, a sister non-profit organization focused on enhanced and expanded educational offerings.

Requirements include: **Management of CABEC's Near-Term Expansion of Outreach and Advocacy Efforts by:**

- ✓ Representing CABEC as an ongoing and influential presence in Sacramento with the CEC, CPUC, and California utilities
- ✓ Identifying membership growth opportunities by researching the relative needs of related segments of the industry (HERS, Building Departments, Architects and Designers, Contractors and Sub-Contractors, HVAC Professionals, and others)
- ✓ Defining and prioritizing industry markets that need to be reached in order to grow the membership base
- ✓ Designing an improved presentation of membership benefits and a marketing plan to retain Title 24 Consultants and attract new industry partners to become members of CABEC
- ✓ Identifying and implementing web-based and social media presences
- ✓ Expanding marketing efforts for membership and educational offerings
- ✓ Overseeing regular and timely communication with members and others

**Ensuring the sustainability of the organization by:**

- ✓ Facilitating all Quarterly Board of Directors meetings and discussion among the Board about pertinent past, present and future topics that warrant decision
- ✓ Ensuring distribution of timely updates about industry news to CABEC members
- ✓ Working closely with the Conference Planning Chair to plan and implement future Conferences.
- ✓ Managing annual budgets and financial transactions including payroll and taxes
- ✓ Overseeing CEA exam administration and other requirements for CEA certification
- ✓ Interacting with the Statewide Codes & Standards Program and managing the transition to CABEC's administration of 2016 Residential and Nonresidential CEA exams
- ✓ Coordinating with the newsletter editor to ensure timely delivery of the Quarterly newsletter
- ✓ Implementing Board of Directors and Member of the Year elections
- ✓ Keep website organized and with current content
- ✓ Managing Memorandums of Understanding and Affiliate Relationships with energy partners
- ✓ Other tasks, as directed by CABEC's Board of Directors, as time allows.
- ✓ Managing CABEC Support Staff who's responsibilities include:
  - Expanded training and education efforts
  - Expanding the impact and reach of the CEA (Certified Energy Analyst) program in California.
  - General administrative duties

## **Necessary Skills**

- Excellent verbal, written and presentation skills
- Outstanding Microsoft Office skills
- Proven ability to plan and execute strategies
- Creative and critical thinker
- Proven ability to develop, maintain and leverage critical professional relationships
- Attention to detail
- Flexible team player
- Self-starter
- Familiarity with website, database, and social media technologies and use
- Market savvy

## **Experience and Education**

### Experience with:

- Directing Non-profit organizations
- California's Building Energy Efficiency Standards and other building codes
- The California Energy Efficiency industry as a whole: Title 24, HERS, Building Departments, Architects and Designers, Contractors and Sub-Contractors, HVAC Professionals, etc.

Education: Bachelor's degree in a related field is desired.

## **More about the position**

- Driver's license required, some in-state travel may be required
- This is an "at will" position with a 3 month probationary period
- Two weeks of paid vacation and one week of sick leave are included
- Salary and compensation commensurate with qualifications and experience

## **Applications**

Applicants are considered for all positions without regard to race, color, creed, religion, age, national origin, alienage or citizenship status, gender, sexual orientation, gender identity, marital or partnership status, disability, military status, veteran status, or predisposing genetic characteristics. CABEC does not discriminate on the basis of physical or mental disability where the essential functions of the job can be reasonably accommodated. Determinations of requests for necessary accommodation will be made on a case-by-case basis.

Please submit a cover letter, your resume and a list of three references to [Jeff Pollock \(jeff@calenergypro.com\)](mailto:jeff@calenergypro.com). Job references will not be contacted without your permission.

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