

**JOB DESCRIPTION  
EXECUTIVE DIRECTOR**

Location: Louisville, Kentucky

Position Type: Salaried full time

Salary: Depending on Experience

Benefits: Total of 25 paid days off per year for vacation, holidays and sick leave, plus contribution towards health insurance premiums

Application Deadline: December 31, 2016

Job Description: See below

Position Qualifications: See below

To apply: Please send cover letter and resume by email only to [frank@projectwarm.org](mailto:frank@projectwarm.org)

Project Warm is a non-profit grassroots agency that organizes volunteers, materials and donations to reduce utility bills for income eligible households, elderly and others by weatherizing homes and teaching people about energy conservation.

Mission Statement: Our mission is to promote home energy affordability, safety, and comfort through energy conservation services and education.

The Executive Director's duties include:

Fundraising: with support of board of directors in writing grant proposals, direct mail and special events, etc. Submitting grant reports to funders. Cultivate relations with grantors, solicit new grants and donations and maintain GANTT grant calendar.

Supervising staff: currently includes 2 full-time and 1 part-time; hiring staff, reviewing staff performance, schedule staff training, etc.

Managing agency finances: preparing annual budgets, working with finance committee and bookkeeper on financial statements and accounts payable, preparing payroll requisitions, and assuring that operations expenses are in line with revenues;

Publicity: preparing press releases for agency activities, speaking with press, TV appearances, radio talk shows, and representing the agency at public meetings, etc.

Working with and reporting to Board of Directors: Prepare board agendas and annual board/staff retreat, active with each board committee, assist with strategic planning, Project Warm services on a timely basis, etc.

Oversee Volunteer Coordination: take some responsibility for assisting with volunteer coordination and appreciation – approximately 600-1,000 volunteers per year.

Supervise material purchases and inventory: Work with staff to order weatherization materials and conduct the annual inventory.

Knowledgeable about the Energy Education Workshops: although the agency employs an Education Director/Volunteer Coordinator, the Executive Director must also be knowledgeable of effective home energy practices, help with drafting education protocols and available to fill in or assist with teaching workshops, etc. The Executive Director must also keep informed regarding effective home weatherization techniques and practices, including annual gathering and calculating of before-and-after data on utility usage and costs at serviced homes.

Planning; work with Board of Directors and key staff to plan agency goals, objectives and policies.

**Position Qualifications** - The following are preferred qualifications for the Executive Director:

1. A four-year degree from an accredited institution in a relevant field
2. At least 3 years experience managing and motivating professional staff and volunteers
3. Non-profit organization experience
4. Experience working collaboratively with and reporting to a Board of Directors
5. A passion for the natural environment and knowledge of environmental issues
6. Excellent writing and public speaking skills
7. Experience interacting with a variety of constituencies: Board, staff, households Project Warm serves, donors, volunteers, public officials, media, and the general public.
8. Experience in fundraising and development
9. Experience with office computer applications
10. Experience managing projects and budgets

**Interested applicants should email a cover letter and resume to board president Aaron Tornes at [aarontornes@gmail.com](mailto:aarontornes@gmail.com)**