

## **Applied Economics Clinic Job Announcement: Associate Director**

The Applied Economics Clinic (AEC, [www.aeclinic.org](http://www.aeclinic.org)) has an open position for a qualified Associate Director who is interested in working with a staff that serves public interest clients (environment and social advocacy groups and agencies).

AEC is a mission-based non-profit consulting group providing low-cost services (e.g. analysis, modeling, testimony, public reports, etc.) in the areas of energy, climate, environment, and social equity. AEC also offers services on a pro bono basis to environmental justice-focused community-based organizations. AEC is a collaborative work environment that seeks to train the next generation of technical expert witnesses. **The ideal candidate is enthusiastic about AEC's work and mission.** Visit [aeclinic.org/mission](http://aeclinic.org/mission) to learn more.

AEC is looking for a candidate with a strong background in the energy, environment, and/or equity sectors or a related field with at least seven years of administrative experience with at least 4 years in a management or leadership role. The ideal candidate brings experience leading fundraising and administrative efforts, demonstrated strong leadership skills with the ability to execute tasks with minimal oversight, and experience mentoring less-experienced staff members to build confidence and skills in the workplace.

### **Associate Director Job Description**

Building on AEC's equitable, fair, and effective work culture, the Associate Director leads the organization's internal operations and is responsible for: administration, financial oversight, contracts and grants management, and communications oversight. The Associate Director will report to the Executive Director to oversee the organization's administration and manage two staff members directly: the Finance and Operations Manager and Communications Assistant. AEC's research and analysis staff will work closely with the Associate Director but report directly to the Executive Director.

### **Tasks and responsibilities of the Associate Director include:**

#### Administration:

- Establish, communicate, and implement procedures, practices, standards, and policies to ensure effective and consistent support across the organization.
- Act as AEC's human resource manager, keeping staff paperwork up-to-date, addressing staff concerns and administering review processes.
- Oversee hiring processes including job description development, salary research, marketing, recruitment, and interviews.
- Oversee the organization's own Equity and Energy Insights Training Program.
- Attend and participate in AEC's daily morning team meetings, quarterly Board meetings, regular internal meetings and external meetings as required.

#### Finance:

- Supervise day-to-day activities of the Finance and Operations Manager including budget development, budget management, financial planning, payroll approval, policies and compliance, internal and external financial reporting obligations, accounts payable and invoicing.



- Monitor financial projections, financial planning, and cash flow to ensure optimal allocation of financial and staff resources.
- Alongside the Finance and Operations Manager, serve as a liaison for the organization’s external bookkeeper, accounting firm used for its annual audit, and other vendors.
- Administer the organizational budgeting process and provide strategic input to strengthen the organization’s long-term financial stability; present the Executive Director with draft budgets for review and assessment.

Contracts, Grants, and Proposals:

- Review client contracts and assist staff with interpretation of terms and conditions of contracts.
- Identify new sources of foundation funding and administer grant application processes including proposals and reporting.

Communications:

- Supervise day-to-day activities of the Communications Assistant including website text, blog postings, social media posts, newsletter and email campaigns.

Please note that we do not necessarily eliminate applicants who do not meet all our preferred and desired qualifications listed below: **The ideal candidate has (1) enthusiasm about AEC’s work and mission and is ready to learn, (2) a substantial amount of closely related work experience, (3) interest in mentoring junior staff, and (4) a close network of public interest groups and/or foundations that the candidate has worked with in the past and expects to continue working with in the future.** We are specifically looking for candidates that see value in a good work-life balance and are passionate about serving the needs of our public interest clients. This is a full-time position—only applicants who can work full-time will be considered. AEC is a fully remote workplace, but applicants must be able to work for an interval between the hours of 9:00am and 5:00pm Eastern Time.

The Priority deadline for applications is **February 9, 2024**. Applications will be considered on a rolling basis until the position is filled.

**Preferred qualifications:**

- Knowledge and skills typically obtained through a related Bachelor’s degree with at least ten years of relevant work experience OR a graduate-level degree with seven or more years of relevant work experience.
- At least four years in a management or leadership role.
- Strong background working in energy equity, energy efficiency, decarbonization, electrification, or related topics.
- Demonstrated leadership experience preferably within the energy, nonprofit and/or philanthropic sectors including experience managing and supervising staff, with strong skills in delegation, feedback, and goal-setting.
- High attention to detail and advanced organizational skills.
- Demonstrated commitment to advancing diversity, equity, and inclusion.



- Demonstrated experience providing strategic input to executives and Boards of Directors.
- Strong interpersonal communication skills with a focus on encouraging a culture of enabling, planning, problem-solving, optimizing resources, and driving efficiencies.
- Experience using QuickBooks, Box.com, Google Drive, Microsoft 365 and Zoom.

**Desired (but not required) qualifications:**

- Experience managing complex budgets and finances, including contracting and scoping with consultants, vendors, or partners.
- Understanding of energy, environmental and climate justice's key concepts and principles.
- Excellent strategic communication skills, including experience with external stakeholder communication, writing, editing, and supervising professional communications products, such as newsletters or press releases.

**Salary and benefits at AEC:**

- 35-hour work week and 8 weeks' time off (includes sick-time and holidays)
- Generous paid family and medical leave
- Short- and long-term disability insurance
- Life insurance
- HRA health benefits
- IRA retirement benefits
- Emphasis on teamwork and mentorship
- Work from home (AEC does not have a physical location; all staff work remotely)
- All staff members' viewpoints considered in decision-making; staff representation on Board of Directors
- Depending on the applicant's specific qualifications, minimum starting salary of \$100,000 - \$120,000.

**To apply, please send the following materials to [jobs@aeclinic.org](mailto:jobs@aeclinic.org):**

- A cover letter; including where you saw this job ad and why you want to work at AEC
- CV or resume
- Three references (including names, contact information, and relationship to you)