



ILLINOIS

Extension

COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES

Director, Energy Education Council

POSITION OVERVIEW

The Energy Educational Council is an independently funded 501 (c) 3 national non-profit with a long-time connection to the University of Illinois Urbana-Champaign, funded by several hundred electric utilities, energy-related businesses and other organizations who share the mission to create a safer, smarter world. The Director for the Energy Education Council (EEC) serves as a full-time academic professional staff member, responsible for administering Council business, managing staff, and overseeing a broad range of multi-media outreach programming and educational activities.

One full time position is available.

Location: Energy Education Council

(4440 Ash Grove Drive - Suite B, Springfield, IL 62711)

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, a CANTS check, and a review of the Registered Sex Offender list, will be conducted.

RESPONSIBILITIES

- Overall administration and management of EEC programs, staff, events, meetings and activities; manage staff and fulfill staffing needs, from creating/ filling new positions to securing contractors; ensure the Council complies with all state and federal laws, including legal requirements of 501 (c) 3 organizations and required annual filings and periodic audits; prepare and administer annual budget, procure needed office space, equipment, materials and services.
- Create presentations and speak publicly at multiple national, regional, state conferences, and events, and represent the Council at other events. Extensive travel is required. Build and expand external relationships and serve as the Council's chief advocate. Foster positive relationships with utility members who fund the Council, and pursue strategic relationships and partnerships with prospective utility members, sponsors and businesses to ensure the financial viability of the EEC.
- Work with the EEC Board planning, strategic planning and lead the implementation of board approved plans and decisions; provide annual plan of work and report on goals, financials and accomplishments quarterly. Prepare EEC Board meeting agendas in consultation with EEC Board Chairman; hold quarterly meetings and annual business meeting with full board; meet with executive committee as needed; actively recruit and develop board and committee members; assist with agenda development, planning and reports for other meetings with Safe Electricity Advisory Board and EEC Member Assembly,
- Oversee national educational programming and activities related to Safe Electricity®, energy efficiency, renewable energy and work with 4H Youth educators; oversee site administration of EEC Web site (www.EnergyEdCouncil.org), Safe Electricity Web site (www.SafeElectricity.org), and EEC-Safe Electricity Members Only web site; oversee creation of EEC/Safe Electricity broadcast and non-broadcast audio/video educational materials; perform other duties that contribute to the mission of the Energy Education Council programming; coordinate Illinois outreach activities and special projects on behalf of members who pay an additional fee for this service.

APPLICATION DUE

March 3, 2020

PROPOSED START DATE

As soon as possible after the closing date

SALARY

Commensurate with experience and qualifications

TO APPLY

Go to

<http://go.illinois.edu/125962>

Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references.

MORE INFORMATION

The position is a full-time, benefits-eligible, non-tenure academic professional position appointed on a 12-month service basis. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

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Other Information

- Provide personal transportation for moderate travel.
- Comply with all University of Illinois Extension Affirmative Action/Equal Opportunity policies and guidelines in all aspects of Extension work; assist Unit staff with data collection for Affirmative Action, Gender, and Targeted reports as needed.
- To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. Employee is responsible for securing personal transportation. A valid driver's license is preferred. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements. More detailed information regarding the functions of this position (including the physical, mental and environmental requirements of the position) may be obtained from Human Resources for the College of Agricultural, Consumer and Environmental Sciences (ACES) by contacting hr@aces.illinois.edu.

Administrative Relationship: The Director, Energy Education Council is administratively responsible to the Assistant Dean, Natural Resources, Environment and Energy.

QUALIFICATIONS:

Required: Master's degree in public administration, or a related field from an accredited institution of higher education. Candidates with a Master's degree in progress may be considered for interviews, but degree must be completed by hire date. Experience in designing, creating and delivering educational and marketing presentations using a variety of windows-based software programs, including editing images for use in presentations and on websites. Experience in state and federal administrative requirements and processes related to 501 (c) 3 educational organizations. Experience and proficiency with multiple forms of communication, including interpersonal, written, presentation and public speaking, marketing and branding. Five years of management experience, including supervisory, budgetary and planning, educational program management and planning, and human resources management. Five years of experience working with governing boards of directors, policy formation and fundraising.

Preferred: Experience with electric safety education, knowledge of utility industry across the U.S. and ability to identify decision makers and key prospects. Experience with multi-media platforms, including web-based communication. Experience with data and analytics to drive decision-based planning. Experience using InDesign & Photoshop, Word Press, database management and creation. Experience with generational learning behaviors and educational best practices for each and experience with diversity in public administration. Certified Association Executive or Certified Related association credentials (ex of Not-for-Profit Mgt.).

Knowledge, Skills, and Abilities: Knowledge of the organization, objectives, policies and programs of the Cooperative Extension Service is preferred.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

As a qualifying federal contractor, the University of Illinois System uses [E-Verify](#) to verify [employment eligibility](#).

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply. For more information, visit go.illinois.edu/EEO.

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APPLICATION PROCEDURE:

To apply, go to <http://go.illinois.edu/125962>. Log in to your account and upload a cover letter, resume, three writing samples, as well as the names and contact information of three professional references. Resume dates must be in month/year format and employment history, at a minimum, should include all work dating back to the completion of your undergraduate degree. Positions that were less than full-time/100% must be noted as being part-time. Transcripts may be requested at a later date. To receive full consideration, all requested application materials must be submitted via the online system by the close date of **March 3, 2020**.

For further information about the position please contact Search Chair, Harry Clore at hclore@illinois.edu. For Technical assistance with the online application process, please email jobs@illinois.edu.