

Position Profile

On behalf of our client, Center for Energy and Environment,

*CohenTaylor Executive Search Services
is conducting a retained executive search for its*

Chief Operating Officer



Center for Energy and Environment Fast Facts

- Headquarters: Minneapolis, Minnesota, with a St. Paul office as well
- Specialties: Research, Financing, Energy Programs, Energy Planning, Lending, and Policy
- Founded in 1979, when the energy crisis prompted the City of Minneapolis to open an Energy Office.
- In 1989, the City of Minneapolis dissolved the Energy Office, and CEE was incorporated as an independent 501(c)(3) nonprofit. It was first known as the Center for Energy and the Urban Environment.
- In 2017, CEE and NEC (Neighborhood Energy Connection) merged, after decades of kinship and collaboration.
- CEE's staff of 134 includes research engineers, programmers, analysts, design coordinators, building analysts, community organizers, indoor air quality technicians, loans officers, policy analysts, and admin and operations teams.



Mission

The Center for Energy and Environment's mission is to promote energy efficiency to strengthen the economy while improving the environment. Data-driven and community-engaged, the Center for Energy and Environment's staff are passionate to discover and deploy the most effective solutions for a healthy, low-carbon economy through several channels.

The Organization

The Center for Energy and Environment (CEE) is a 501(c)(3)-designated nonprofit organization. CEE conducts research and develops programs so that businesses operate more efficiently and profitably; government agencies and nonprofits spend less on facilities and functions; utilities achieve their energy-efficiency goals at least-cost; and households save money and improve comfort.



For more information, check out CEE's:

[website](#) | [LinkedIn](#) | [Flickr](#) | [Twitter](#) | [Facebook](#)

For more than 35 years, CEE has pursued its mission through a variety of innovative programs and services:

Research

- Staff conduct technology and market assessments to identify tomorrow's clean energy strategies. Since the 1980s, CEE's researchers have produced technical studies on building science, mechanical system performance, and program policy design.

Programs

- By using the latest behavioral research and a "one-stop" approach, CEE's programs overcome barriers that many homeowners and business owners face when considering energy improvements. Successes include the One-Stop Efficiency Shop and Home Energy Squad.



Engineering for Efficiency

- CEE's engineers provide technical assistance for commercial and industrial buildings with a commitment to practical solutions for complex issues. Engineers focus on a variety of systems and equipment from building automation systems to ventilation and lighting.

Lending Center

- A non-traditional lender, CEE offers competitive terms, technical assistance, and flexible financing for Minnesota businesses, nonprofits, homeowners, and multifamily property owners for energy efficiency and rehabilitation, often in partnership with local cities.

Engagement & Education

- Sharing knowledge is critical to CEE's mission. Staff transform research and program expertise into resources for practitioners and leaders to advance the energy efficiency field. From classrooms to building control rooms, CEE engages and informs diverse audiences.

Policy

- Working across sectors and interests for broad support, CEE advances clean energy policy at the local, state, and national levels. CEE discovers and deploys high-impact, pragmatic solutions to accelerate near-term implementation, guided by long-term environmental and economic goals.



The Role

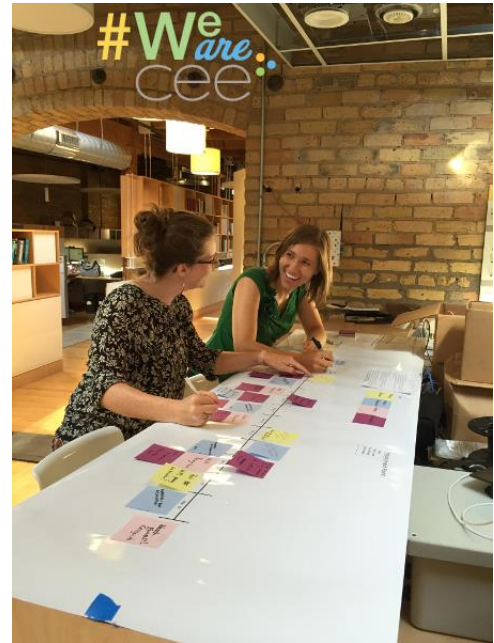
CEE seeks a Chief Operating Officer. Organized as a 501(c)(3) nonprofit, CEE has an annual operating budget of \$17M with 134 employees in two Twin Cities locations. In a mission-driven culture, staff work to develop and manage innovative energy efficiency programs, provide loans to residents and small businesses, and conduct research on emerging energy technologies.

CEE's revenue base is mainly derived from fee-for-service work. The organization does not pursue fundraising campaigns or solicit contributions, which are replaced by proposal writing and contract negotiations that are currently overseen by this role. This is a well-educated and dynamic workforce that brings talent in many areas. This role will provide you with daily challenges in a productive, fast-paced work environment.

The Chief Operating Officer (COO) will support this organization's evolution to the next phase of its development — building systems, operations and leadership, while prioritizing staff development. The COO is responsible for the overall strategy and implementation of five key internal CEE functions: Risk Management, Finance, Human Resources, Information Technology, Contracts, and Office Management. The COO reports directly to the President and is a key member of the Leadership Group.

While CEE's President leads the program staff to create and execute strategies to meet CEE's mission and serve the community, the COO leads a staff of 19 to create and execute strategies that meet the needs of the organization and serve CEE's internal teams and staff. The COO has four direct reports: the Chief Financial Officer, the Human Resources Manager, the Information Technology Director, and the Operations Manager. This team works to meet the internal business needs of CEE's Departments, balancing the needs of legal compliance, best practices, and CEE's collaborative, mission-driven culture.

The COO must embody an attitude toward service in order to meet the needs of the organization's program teams, leadership, and employees. The COO must also have the skills and knowledge to lead an administrative team that is committed to operational and ethical excellence.



Key Accountabilities:

Leadership/Strategic Development

- The COO ensures that the organization's departments are run efficiently and have the support they need to meet their strategic goals. With a focus on the internal workings of the organization, the COO works closely with the President to oversee program goals and performance. But their focus is not only on the immediate — the COO leads an administrative team to pursue longer-term strategic initiatives such as talent development, financial strategy, culture building, and physical and technological infrastructure development.

Finance/Accounting/Contracts

- The COO oversees the Chief Financial Officer (CFO) and her three-person staff of accounting and contract specialists. The COO has accountability over decisions made in the areas of finance, legal issues, corporate insurance, regulatory compliance, return filings, and contracting. The COO also oversees the processes and procedures of CEE's Lending Center, which distributes more than \$8 million in home and business loans annually.

Human Resources

- The COO oversees the Human Resources Manager and her staff of two. The COO provides HR leadership to support CEE's innovative, transparent, and collaborative culture. The COO also helps the HR Manager to develop strategic functions such as recruitment, training, professional development, compensation strategy, and onboarding.

Information Technology

- The COO oversees the IT Director and his staff of 6 people. The COO works closely with the IT director to develop processes and procedures that build great IT systems and a culture of customer support. The COO also works closely with the IT director to set long-term goals, oversee large software projects, and develop infrastructure plans.

Administrative/Office Management

- The COO works with the Operations Manager and her four staff to ensure excellent administrative and office management.

Board of Directors

- With approval from the Board of Directors, the COO serves as CEE Corporate Secretary and is the main corporate liaison with the Board. The COO works closely with the President/Executive Director to manage the Board's agenda, support their operations, and help them meet their goals.



The Ideal Candidate

- Minimum of 10 years' experience in management, with a strong understanding of or experience in nonprofit management.
- Experience in organizational leadership and team management to develop and execute organizational strategy.
- Strong sense of strategic finance, HR, and IT will be important. Specifically seeking extensive experience in overseeing company finances, contracts, human resources, and administration.
- Experience in driving efficiency and continuous improvement across work groups.
- Comfort in a knowledge-based culture that embraces innovation, continuous improvement, and accountability for policies and procedures appropriate for driving the work.
- Experience in organizational risk management — specifically in areas of legal and compliance.
- Ability to thrive in a problem-solving environment that includes making good ethical decisions informed by a combination of data, staff input, and sense of organizational history.
- Ability to navigate across utilities, government organizations, and other partners in a non-partisan way.
- Strong sense of integrity with a style that is friendly, approachable, responsive, and collaborative.

For more information or to send your credentials, please email info@cohentaylor.com

All inquiries will remain confidential.

