



Solar United Neighbors
Deputy Executive Director
Remote, USA

Background

Solar United Neighbors (SUN) is a national 501(c)3 nonprofit that started more than 15 years ago with a simple question: "[Mom, can we go solar?](#)" Since then, we've helped tens of thousands of people benefit from solar energy. We are dedicated to creating a clean, equitable, resilient energy system that benefits everyone. We help communities figure out the local barriers to solar. Then we support them to put plans into action and overcome those barriers.

Our approach is simple and pragmatic:

1. Help a local partner develop a solar pilot project.
2. Together, learn from the pilot project to identify the specific local barriers to scaling.
3. Work with local partners to address local barriers.
4. Expand the number of projects and beneficiaries with another project cycle.
5. Refine and expand solutions, such as financing, policy framework, education.

We call this our theory of change. We help people go solar, join together, and fight for our energy rights. And then we repeat the process again and again until we've transformed our energy system.

Currently, SUN is in a period of major growth and transformation. We've gone from 45 employees at the start of 2022 to 62 employees (and we're still growing!). Our budget has increased from \$6 million to \$8 million over the same period. We run on the ground programming in 12 states plus Washington, DC and Puerto Rico, and we have grown a full national program of technical assistance, community building, education, and advocacy. At the start of 2022, our mailing list was roughly 30,000 people. Our list now includes over 880,000 solar owners fighting for a more equitable and democratic energy system. We expect to keep growing rapidly for the next several years.

Position

The Deputy Executive Director (DED) is a new position for SUN. The primary responsibility of the DED is to partner with the Executive Director (ED) in leading and managing the organization as it continues to grow. The DED will have at least eight years of senior management experience, and will serve as an important thought partner to the ED. The DED will be as comfortable with managing ongoing administrative functions as they are with leading the organization through growth and change. The DED will be a visionary leader who will guide the overall success of SUN. They will implement strategy, build a positive culture, coach staff, and develop systems and tools to help SUN continue to thrive and grow its impact.

Responsibilities include:

Organizational Leadership and Strategy

- Ensure all teams understand and are meeting SUN's goals; provide guidance to team members around prioritization; make key decisions to keep work moving forward.
- Partner with the ED in program assessment and the continuous evolution of organizational strategy.
- Mentor and support key senior staff as needed.
- Serve as interim ED in the ED's absence.

Growth Management

- Translate strategy into organizational priorities, funding and budgeting decisions, staffing decisions, and day-to-day projects and operations.
- Take on leadership role in managing and rolling out large strategic initiatives and cross cutting initiatives and programs.
- Evaluate and improve internal processes, policies, and procedures to ensure sustainable growth.
- Analyze data, identify trends, and make recommendations for organization improvement.
- Take on significant areas of external communications, partnership development, fundraising, and donor cultivation.
- In collaboration with the Executive Team, assist in planning a dynamic budget that allows SUN to be nimble as circumstances change.

Collaboration and Impact

- Foster a positive workplace culture and reinforce SUN's values throughout the organization.
- Collaborate with the executive team to attract, retain, and engage a diverse and talented staff.
- Regularly engage with SUN and SUN Action (c/4 affiliate) Boards.
- Manage SUN's internal DEI initiatives organization wide.
- Represent the organization in key external meetings and manage high profile partnerships and strategic initiatives.

Qualifications

Required

- 8+ years of executive management experience at a nonprofit or mission-oriented for-profit.
- 8+ years of experience managing supervisors and team leaders.
- Demonstrated track record of success leading and managing a rapidly growing or changing organization.
- Demonstrated ability to build and maintain relationships with a wide array of staff – junior and senior, for-profit and/or nonprofit, and from diverse backgrounds.

- A servant leadership approach, dedicated to setting teammates up for success.
- Proven ability to quickly learn and master complex topics.
- Passion for SUN's mission.
- Strong written and verbal communication skills.
- Diplomatic, able to put SUN's strategic interest above personal ideology.

Preferred

- Experience managing budgets of \$10M - \$15M.
- Fundraising experience and/or experience managing a development team.
- Experience building and implementing DEI initiatives at the organizational level.
- Experience managing the relationship between 501 c/3 and 501 c/4 organizations.
- Knowledge of solar energy and energy policy.
- Grassroots organizing and political and digital campaigning expertise.
- Experience in public speaking and working with the media.
- Spanish-fluency a plus.

Salary and Benefits

The salary range is \$175,000-\$225,000 depending on experience. Employee benefits include health insurance, 401(k) retirement with match after 1 year, professional development, generous holiday leave, generous wellness leave and family leave, flexible work hours, and remote work options.

Location and Travel

This position can be located anywhere in the United States. If you're in the D.C. area, our office is in a bright, sunlit building near the Dupont Circle metro station. You will not be required to go to the office every day. If you live somewhere else, we have Slack and video conferencing to keep us connected.

Travel requirements for this position will be moderate aside from annual all-staff retreats and regional retreats there will be opportunities to represent SUN at national conferences, and opportunities to join or replace Executive Director on fundraising trips or visiting SUN programs and events.

Diversity and inclusion are crucial to our mission, and we are committed to cultivating a team that reflects the communities we serve. Solar United Neighbors is an equal opportunity employer. We do not discriminate and will take affirmative measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. To be considered,

applicants must be eligible to live and work in the United States. We are unable to sponsor work authorization for this position.

This position description is based upon material provided by Solar United Neighbors.

To apply for this position, please click [HERE](#).

Sherry Ettleson, Principal

Sterling Nelson, Talent Consultant

Merav Schwartz, Senior Associate