



1111 19th Street NW Suite 406  
Washington, DC, 20036

[www.ElectrificationCoalition.org](http://www.ElectrificationCoalition.org)

**Application Deadline:** Monday October 16, 2023 5pm ET

**Position:** Deputy Director

**Location:** Flexible, remote

**Work authorization requirements:** Legally able to work in the United States as required by the Immigration Reform and Control Act (ICRA)

**Compensation:** The salary range for this position has been set at \$125,000 - 165,000. Compensation is commensurate with experience. The range listed is just one component of The Electrification Coalition's total employee compensation package, including a complete and competitive benefits package.

**Start date:** Fall 2023

#### **About the EC:**

The Electrification Coalition (EC) is a nonpartisan, not-for-profit advocacy group based in Washington, D.C. committed to promoting policies and actions that facilitate the deployment of electric vehicles (EVs) on a mass scale. The EC works to end the oil dependence that threatens the nation's economic, environmental, and national security through the long-term solution of electrifying transportation. For more information about the EC, visit [electrificationcoalition.org](http://electrificationcoalition.org). The EC works closely with our sister organization Securing America's Future Energy (SAFE), and several other initiatives developed by SAFE.

#### **Overview:**

The EC seeks a motivated, enthusiastic, and results-driven deputy director to provide strategic leadership, operational expertise, and effective management to support the organization's mission and growth. We have an amazing team of passionate professionals, and we are looking for a highly motivated deputy director to join us. Reporting to the executive director, the deputy director will be a key member of the executive leadership team, responsible for overseeing the day-to-day operations and management of the organization and driving operational excellence across all functional areas. The deputy director will collaborate closely with the executive director, the leadership at SAFE, and other sister organizations.

#### **Key Responsibilities:**

- **Strategy/Vision:** Guide implementation of the vision of the executive director; support the executive director by developing and executing strategic and operational plans including the development and tracking of organization metrics.
  - Monitor and follow up on specific projects to update the executive director on a regular basis.

- Lead and manage special projects in support of the executive director, ensuring timely delivery and successful completion.
- **Operations Management:** Work closely with the executive director and the operations and finance team from EC's sister organization, SAFE to:
  - Implement and supervise robust systems, processes, and best practices to enhance operational efficiency, scalability, and resource optimization across finance, human resources, IT, facilities, and administration, ensuring smooth and efficient daily operations.
  - Promote a culture of cross-collaboration across EC teams to increase positive outcomes and impacts.
- **Financial Management:** Support the executive director, finance team, and consultants in facilitating the overall organizational financial planning, fundraising, budgeting, and forecasting efforts, ensuring prudent financial management and adherence to fiscal policies.
  - Analyze financial reports, identify trends, and provide recommendations for financial sustainability and growth.
  - Support staff in spending funds in a timely way that adheres to funding objectives.
  - Manage processes and timelines for fundraising, grant writing, and reporting.
  - Support the executive director before, during, and in follow up to relevant funding and finance meetings.
- **People/Culture:** Nurture a collaborative, supportive, and inclusive organizational culture that emphasizes teamwork, professional growth, and a unified commitment to the EC's mission.
  - Relay information between executive team members and other staff members, providing project management, and implementing strategic planning processes.
  - Manage in-person retreat planning and implementation.
  - Foster a collaborative, diverse and inclusive workforce, promoting a positive work environment and ensuring staff well-being and development.
  - Assist in developing a cross-functional staffing system to promote cross-team collaboration.
- **Partnerships/Stakeholder Engagement:** Lead the team in cultivating and maintaining strategic partnerships with external stakeholders, government agencies, corporate partners, and other nonprofit organizations to advance the EC's mission and policy objectives.
  - This may extend to representing the EC at various industry forums, conferences, and events to raise awareness and advocate for electrification initiatives.
  - Work closely with the executive director and managing director of corporate engagement at SAFE, and other leaders at the EC on all partnership development.

**Professional Skills and Qualifications:**

- **Inspiring leader:** You will demonstrate your proven track record of successful leadership and management, ideally in a nonprofit or mission-driven organization.
  - You have experience and love of managing, motivating, and inspiring all levels of staff.

- You will be confident in your management style and will be able to articulate your management philosophy clearly.
  - Our ideal candidate will have experience with cross-functional teams.
- **Excellence in operations and reporting:** You will have experience in operations, organizational development, strategic planning, annual reporting including impact metrics, and administrative excellence.
- **Strong financial acumen:** You will have a mind for finances, fundraising, and reporting, and will have experience managing budgets and financial resources.
- **Adaptable:** You will have an adaptable and flexible nature that can change projects quickly but still hold priorities.
- **Strong entrepreneurial and opportunistic approach:** Our ideal candidate enjoys working in a small organization with a big mission. Your professional history demonstrates your ambitious nature.
- **Logical, tactical, and collaborative:** You will be a master of crafting smart and efficient solutions to operations, finance, and management and implementing them collaboratively by training others at all levels of seniority.
- **Excellent communication and interpersonal skills:** You will have the ability to effectively engage with and inspire staff, stakeholders, partners, and funders at all levels.
- **Interest in the mission of the EC:** We love what we do. We hope you do too! Ideally this is demonstrated through your professional experience in the electric vehicle or a similar industry, but not required.
- **Advanced degree, or equivalent work experience as described above.** Project management certification or training preferred, but not required.

**Application Instructions:**

To apply, please submit a cover letter and resume to [afreyschlag@electrificationcoalition.org](mailto:afreyschlag@electrificationcoalition.org).

***Due to the highly collaborative nature of this position, final candidates may be asked to partake in a pre-employment assessment.***

***The EC is an equal opportunity employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage job seekers of all backgrounds to apply.***