



## Executive Director Job Description

### SolarFest is Looking for a Remarkable Executive Director

SolarFest is searching for an inspirational leader to join our 28-year-old nonprofit organization as the Executive Director. This person will leverage the foundation we have built thus far and successfully manage operations and personnel as we expand into the next phase of growth.

#### About SolarFest

SolarFest started with a simple, innovative idea: hold a high-quality music and arts festival in Vermont that is powered by the sun to demonstrate the power and potential of renewable energy: Energy Education Through the Arts.

Among the pioneers producing a solar-powered music festival, since its inception in 1995 SolarFest has provided a unique blend of music, art, and education, outstanding speakers, and a safe, family-friendly environment for fun and learning. SolarFest connects people, the arts, ideas, and technology to help create a vibrant present and a sustainable future.

SolarFest is a volunteer-driven, grassroots organization that supports artistic excellence and community-building to help fight climate change, build a more sustainable future, and work towards equitable access to renewable energy technology and jobs, especially for underserved communities. The festival remains a significant, ongoing part of the job, however, our 2023 initiatives will include year-round education, workforce training, product demonstrations, community solar and regenerative agriculture.

We have reached a pivotal moment with establishment of our permanent home in Brandon, Vermont, going beyond our annual festival and workshops on solar energy.

Visit [www.SolarFest.org](http://www.SolarFest.org) to learn more about us.

#### About the Position

Reporting to our Board of Trustees, the Executive Director will have primary responsibility for the performance of the organization, directing the effective operation of programs and activities in five key areas to accomplish our mission:

1. Expand and strengthen the capacity of our volunteers and partners
2. Establish workforce training and the creation of a year-round technology demonstration center
3. Develop and manage the, physical plant renovations, and construction, including expansion of buildings and grounds utilization into community solar and leasing of property for agricultural use
4. Oversee the growth of significant revenue streams from sponsorships, fundraising and grant writing across a wide range of areas
5. Supervise and work closely with a part-time Festival Manager who produces an annual weekend music and arts festival that attracts and informs thousands of participants: organizing and training of volunteers; planning festival entertainment; contracting with performers, agents, and suppliers; developing workshops and presenters; directing site operations and hospitality; event marketing, publicity, and sales activities; and post-festival follow up and planning

Regular activities of this creative, entrepreneurial leader will also include:

- Coordination of department chairs, volunteers, and the board of trustees to manage core operations
- Conducting business on behalf of SolarFest, directing administration, personnel, communications, and general organizational and financial responsibilities
- Direction of high-quality communications to build our brand with all internal and external stakeholders through house media (web, email, newsletters, etc.), public relations, mass & social media

- Representing SolarFest at outside events making presentations, participating in working groups, conferences, meetings, and webinars
- Identifying opportunities for growth and the required steps; developing proposals for opportunities, special initiatives, funding, events, etc. Conduct ongoing research to help refine, and execute SolarFest's strategic direction

Ideally, the Executive Director will know Vermont well, and live here now or be willing to relocate. This is a new full-time position that we seek to fill immediately. The salary range is \$65,000 - \$90,000 depending on experience, plus benefits and a flexible work schedule.

SolarFest does not discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or an individual's status in any group or class protected by applicable federal, state, or local law. We embrace diversity, equity, and inclusive principles.

### About You

Your eclectic mix of nonprofit knowledge, forward-thinking creativity, and hands-on entrepreneurship will support our mission to fight climate change and promote climate justice with a year-round, volunteer-driven community at our new home in Brandon, Vermont, as we move into the exciting next phase.

The successful candidate will have the varied skills and qualifications needed to manage effectively, including experience in senior management, knowledge of both the nonprofit and renewable energy sectors, and the leadership qualities and flexibility essential in a volunteer-centric organization.

- Organization and leadership experience, with at least 10 years in leadership positions, or the equivalent, and the demonstrated skill, emotional intelligence and presence needed for building strong, collaborative teams & partnerships
- Excellent written, oral, and interpersonal communication skills for facilitating open, safe, culturally competent, and responsive conversations within all organizational levels and with outside constituencies. Ability to maintain an environment where all perspectives can be heard and appreciated and where conflict is resolved in a healthy way
- Proven competency in financial management, grants, contracts, and budgeting with experience leading fund development, including donor campaigns and major donor cultivation, events, sponsorships, and grant-seeking
- Self-motivated and self-directed with effective planning, critical thinking, and analytical problem-solving expertise and a track record of effective organization and project management, delegation, coordination, and follow-up needed to meet deadlines within a dynamic and fast-paced environment

### To Apply

Complete the application form at <https://forms.gle/om3R9Ags1xRwYzES9> by submitting your resume and a cover letter, outlining your skills, experience, and motivation for the position along with your salary and benefit requirements by October 1<sup>st</sup>. Please limit your resume and cover letter to a maximum of 2 pages each. References will be requested at the finalist stage.

Applicants must be eligible for employment in the U.S. and are responsible for ensuring receipt of application materials. If you have questions about this position, please submit them to [SolarFestEmployment@gmail.com](mailto:SolarFestEmployment@gmail.com).

# SolarFest Organizational Structure

