



# Chief Operating Officer

**This position is remote but requires residence in North Carolina.**

The North Carolina Clean Energy Fund (NCCEF) is seeking a Chief Operating Officer (COO) to join its growing team of mission-focused clean energy and financial professionals. NCCEF is a nonprofit financial institution with a mission to accelerate investment in clean and efficient energy solutions and increase climate resilience in North Carolina, particularly to promote climate and economic equity. We partner with public and private investors, foundations, and other non-profit and community organizations to deploy sustainable financing solutions that will create long-lasting environmental, economic, and social benefits and fill gaps in the financial market, especially for traditionally underserved communities.

## Position Summary

The Chief Operating Officer (COO) is responsible for the oversight and execution of NCCEF'S human resources, accounting, information technology/systems, and administrative services. The COO will be a strategic thought partner who builds trusting relationships both internally and externally. The successful individual will plan, direct, and implement short and long-term strategies for NCCEF'S core business functions with a focus on safety, efficiency, integrity, and sustainability. This position works closely with the leadership team to ensure management of funding and resources to carry out NCCEF'S mission and strategic plan. The COO reports to the Co-Directors.

## Responsibilities

### Human Resources

- Ensure that Human Resources (HR) programs and policies apply best practices and are compliant with local, state, and federal regulations.
- Direct and participate in staff and resource planning, hiring/onboarding, staff training, performance management, conflict resolution, succession planning, internal communication, and other organizational development activities.
- Together with the Co-Directors, plan and execute programs to build and maintain a positive, employee-centered work culture.
- Lead development of systems and practices for hiring and staff promotion pathways, performance reviews, and staff development.
- Manage process of staff compensation benchmarking and review.

- Manage HR-related external contracts and partnerships including benefits, recruitment, compliance, etc.
- Work with external benefits broker to plan and manage annual open enrollment for benefits.

#### Accounting and Finance

- Oversee relationships and contracts with outside service providers including accounting and payroll.
- Maintain internal controls for expenses and time reporting.
- Approve business expenses and expense reports in accordance with established policies.
- Support the Co-Directors who lead the management and monitoring of NCCEF's financial performance.
- Together with the Leadership Team, plan and guide annual budgeting and planning.
- Work with and advise the Leadership Team and board finance committee on strategic fundraising and investment initiatives.

#### Information Technology/Systems (IT/IS)

- Oversee external IT/IS contractor and software service vendors to ensure infrastructure, systems, and processes are up to date and support business objectives.
- Stay abreast of new technologies and identify vendors to support implementation of system and software upgrades.
- Ensure effective training and assimilation across the organization, including cyber-security skills training.
- Ensure that NCCEF maintains optimal fraud and cyber protection for all data and systems across the organization.

#### General Administration

- Serve as a member of NCCEF's Leadership Team and participate in strategic planning and operational decision making. Ensure effective two-way communication between the Leadership Team and staff.
- Plan and direct administrative support services for the company, ensuring exceptional customer service and quality.
- Develop and maintain collaborative external relationships with vendors, suppliers, auditors, partners, and other stakeholders.

- Help lead NCCEF's Equity, Diversity and Inclusiveness (ED&I) team and help create and implement strategies that advance NCCEF's knowledge and the achievement of ED&I goals.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- In-depth knowledge of HR functions, regulations, and best practices.
- Broad understanding of corporate finance and accounting principles, laws, and best practices.
- Working knowledge of software platforms, databases, and hardware.
- Exceptional verbal, written, and interpersonal communication skills.
- High emotional quotient (EQ); able to work well with a diverse range of personalities, backgrounds, and needs.
- Excellent time management and organizational skills.
- Strong facilitation and presentation skills.
- Creative problem solver and innovator; able to employ out-of-the-box ideas and concepts, particularly in growth-minded environments, directing strategies to successfully grow organizations on a financial and structural basis.
- Highly collaborative in problem-solving and conflict resolution.
- Effective decision-making ability and judgement; keen sense of when and how to involve others.
- Responsive to internal and external requests or deadlines, with strong follow-through.
- Curiosity – Exhibits an inquisitive nature and the ability to question the status quo among a community of people they enjoy and teams that work well together.
- Humility – exhibits grace in success and failure while doing meaningful work where skills have impact and make a difference.

### **Qualifications:**

- **This position is remote but requires residence in the North Carolina**
- Bachelor's degree required in Business Administration, Human Resources, or similar field. Advanced degree (i.e. MBA) preferred.
- 7+ years experience in Business Operations including Human Resources with 2+ years at a senior leadership level required.
- Nonprofit and Grant Accounting experience preferred.
- Knowledge of clean energy industry preferred.
- HR Certification preferred.

## Why Work With Us?

At NCCEF we care deeply about the work we do and the lasting impact it will have in North Carolina and beyond. We also recognize that our people are the engine of our impact. This is why NCCEF is building a culture that values our employees' health, financial well-being, and their lives in and outside of work. In addition to a remote, flexible workplace we also offer:

- Healthcare benefits - Medical, Vision, Dental, Life & Disability Insurance
- 403b matching
- Flexible paid time off, paid company holidays including one flex holiday
- Company culture encourages "meeting-free Fridays" and focus time.
- Parental Leave
- Stipends for home office supplies and fitness gear
- **The salary range for this position is between \$110,000 and \$125,000.**

## How to Apply:

Send your resume and a letter of interest to: [Careers@energync.org](mailto:Careers@energync.org)

### **NCCEF is proud to be an Equal Opportunity Employer.**

We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. NCCEF believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.