



## **CAREER OPPORTUNITY**

# **Executive Director National Offshore Wind Research and Development Consortium**

**June 28, 2022**

The Executive Director for the National Offshore Wind Research and Development Consortium (the "Consortium") will lead efforts to prioritize, support and promote research and development activities that reduce cost and risk of offshore wind development throughout the United States and advance the development of U.S.-based manufacturing in the offshore wind supply chain. The Consortium is a nationally focused, independent nonprofit organization exempt from tax under Internal Revenue Code Section 501(c)(3).

Initially funded by the United States Department of Energy ("DOE") and the New York State Energy Research and Development Authority ("NYSERDA"), the Consortium's leadership comes from key offshore wind industry stakeholders and research institutions. The Consortium is dedicated to managing and advancing industry's focus on research and development of offshore wind technologies to maximize economic benefits for the U.S. public. The Executive Director is the key management leader of the Consortium and is responsible for overseeing the administration, external relations development, staff, finances, programs, and strategic plan of the Consortium. The position reports directly to the Board of Directors. In addition, the Executive Director is an officer and sits on the Board of Directors and Executive Committee.

The Executive Director's primary responsibilities include:

### **Organization Mission and Strategy**

- Work with the Board of Directors and staff to ensure that the Consortium's mission to reduce the levelized cost of offshore wind and advance offshore wind manufacturing in the United States is fulfilled through its research and development program and strategic planning.
- Lead strategic planning to ensure that the Consortium can successfully fulfill its mission into the future as a financially self-sufficient independent organization, particularly by implementing a strategy to fund the organization and continuing robust R&D activities beyond current funding streams.
- Be responsible for the enhancement of the Consortium's public image by being active and visible in the United States and international offshore wind industry community. This includes academia and research institutions such as national

labs, as well as working closely with other appropriate professional, public and private organizations.

- Manage all external communications including social media, press releases, media relations, industry conference appearances and presence.
- Manage Consortium's technical staff and consultants to develop and periodically update the Research and Development Road Map, with input from industry stakeholders and research institutions. Select technical objectives and challenges, develop and manage R&D project solicitations, establish scoring criteria, form proposal scoring committees, recommend projects for award, and manage awarded projects.
- Lead planning and execution of the Consortium's annual Symposium.
- Continue to grow membership by demonstrating value and advocating for the Consortium.

### **Organization Operations**

- Oversee the Consortium's operations and ensure they are compliant with standard operating procedures.
- Be responsible for the effective administration of the Consortium's daily operations and staff.
- Develop and implement metrics for measuring the Consortium's success and impact.
- Be responsible for R&D contract negotiations and execution, signing all notes, agreements and other instruments on behalf of the organization that are within the authority of the Executive Director.
- Oversight of IT, data management, and cyber security requirements and processes
- Work with the Board of Directors to fulfill the organization's mission.
- Provide the Board of Directors with regular and effective communications to make informed decisions, with particular emphasis on funding requirements.
- Present recommendations on behalf of the Consortium's technical staff to the Board of Directors, R&D committee, and other committees and officers of the Board for action and obtain approval.
- Manage interface and communication between the Consortium's Board of Directors and advisory groups, ensuring a robust flow of ideas and information.
- Maintain robust engagement with federal and state governmental officials, offshore wind research and industry stakeholders.

### **Financial Performance and Vitality**

- Report to NYSERDA's project management teams on all aspects of the administration of the NYSERDA-Consortium funding agreement, including required federal reporting, as a sub-recipient of NYSERDA's service contract with U.S. DOE.
- Actively seek and secure additional private and public sponsorships to achieve the Consortium's goal of financial self-sufficiency beyond the initial term of NYSERDA and DOE funding.
- Secure funding to support the activities and staff necessary to execute the Consortium's short and long-term objectives and vision.

- Be responsible for maintaining the Consortium's fiscal integrity, which includes submitting monthly financial statements as well as annual budget proposals to the Board of Directors to accurately reflect the organization's financial condition.

## **Qualifications**

- A bachelor's degree: an advanced degree in a related field is preferred.
- Minimum 10 years of relevant experience with demonstrated record of success in setting strategy and successfully delivering services or solutions at scale or scope within a business or government operating environment. Candidates with specific experience developing and managing a not-for-profit organization are preferred.
- R&D project contract negotiation and project oversight experience.
- Skill in gaining and utilizing insight from market actors to formulate strategy and design and evolve solutions. Keen awareness of economic and additional factors driving decision making of offshore wind market participants.
- Candidates with experience in the offshore wind market and awareness of federal and state reporting and appropriation processes and policy is preferred.
- Ability to lead and develop a team to innovate, approach business in novel ways as well as provide impactful contributions, while achieving their potential is welcomed.
- Demonstrated problem solving ability and entrepreneurial edge, resourcefulness, adaptability, and an instinct for surfacing value and pragmatic solutions.
- Excellent presentation and interpersonal skills that resonate with audiences of different backgrounds.
- Candidate must also have strong work ethic and resolute integrity.
- Although most work is virtual or travel-based, residency within a Consortium member state is strongly preferred.

The annual salary range is \$250,000 through \$280,000, plus the opportunity for a bonus of up to \$75,000 based on the achievement of metrics in an incentive plan. Candidates will be considered based on qualifications and experience.

Interested candidates are invited submit a cover letter and resume to [careers@nationaloffshorewind.org](mailto:careers@nationaloffshorewind.org) before Friday, July 29.