



## OPEN POSITION ANNOUNCEMENT!

### CHIEF OPERATING OFFICER

Open until filled. 12/09/2022

*San Diego County – hybrid work schedule as established*

**About the role:** San Diego Community Power (SDCP) seeks a Chief Operating Officer (COO) leader to carry responsibility for the internal leadership and coordination of operations to meet our value-led mission and strategic plan, goals, and objectives, as well as to provide oversight and direction for the organization's Administration department and managerial responsibility of the day to day operations. The COO will drive sustainable performance and growth by providing leadership and mentorship to some or potentially all the leaders of SDCP including the: Directors of Programs, Human Resources, Public Affairs, General Administration/Information Technology, Regulatory & Legislative Affairs, and Data Analytics & Account Services. The COO is expected to exercise critical thinking and detail-oriented oversight to ensure efficient, and in-compliance operations, with accountability for results including costs, methods, and staffing. The COO will report to and work closely with the CEO and will also collaborate closely with the CFO and Managing Director of Power Services, the leaders comprising the Executive Team.

The COO leads the internal operation of the organization to ensure employee and customer satisfaction – this leadership role is all about team execution.

#### Who is San Diego Community Power?

San Diego Community Power is a community-owned organization that provides affordable clean energy and invests in the community to create an equitable and sustainable future for the San Diego region. We aim to be a global leader, inspiring innovative solutions to climate change by powering our communities with 100% clean affordable energy while prioritizing equity, sustainability, and high-quality jobs. We are a values-led, mission driven organization grounded in Justice/Equity/Diversity/Inclusion (JEDI), Impact, Integrity, Innovation, Servant Leadership, and Togetherness.

#### Our History

San Diego Community Power was formed in 2019 as a public, not-for-profit community choice aggregator (CCA) in the San Diego region. We began electric service in 2021 and serve five member agencies: San Diego, Chula Vista, Encinitas, La Mesa and Imperial Beach, with the unincorporated communities of the County of San Diego and the City of National City joining in 2023. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. By the end of 2023, SDCP will provide electricity for half the electric load in San Diego Gas and Electric's

service territory and will be the second largest CCA in California. For more information, please visit [SDCommunityPower.org](http://SDCommunityPower.org).

### **Commitment to Diversity**

At SDCP, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. We provide equal employment opportunities to all applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

### **Essential Duties and Primary Responsibilities**

- Provide management support and mentorship to senior staff and thought partnership to the CEO in alignment with the strategic goals and mission of SDCP
- Participate with the CEO and the Executive Team in the development and execution of SDCP's organizational strategic plans
- Cultivate a growth oriented, positive, and supporting environment while holding staff accountable to SDCP's policies, procedures, and standards
- Provides regular, consistent, direct, fact-based, specific feedback and assignment to individuals to instill a strong sense of teamwork and accountability
- Seek out and implement methods to improve quality, efficiency, collaborative productivity, cognizant of operation costs, installing control measures, and performance metrics
- Oversee risk and legal/regulatory compliance, including proactive risk management including implementation of required safety programs and liability insurance programs
- Create streamlined documented business processes and ensure they are clearly understood and effectively followed in accordance with the rules of public agency JPAs
- Work with the CEO and CFO to develop the annual budget
- In coordination with the CFO, analyze revenue, expense trends, and make projections of budget impacts
- Research and stay abreast of relevant local/state/federal regulations
- Perform as a hands-on "working" manager
- Attend meetings and agency events as may be needed, including Board meetings
- Support the CEO with internal administration deliverables so they can devote more time to a variety of external activities, events, partner & coalition building, as well as strategic development
- Other duties as may be assigned or requested by the CEO

### **REQUIRED SKILLS**

- Passion for renewable energy, climate solutions and/or community building
- Bachelor's degree in a relevant discipline, preferably in energy, finance, public administration, or business
- Minimum seven (7) years progressively responsible for operational growth and efficiency within an enterprise
- Minimum five (5) years' experience at the Senior Director, C-Level or equivalent
- Demonstrated experience building, managing, and mentoring teams and instilling a results-driven and solutions-oriented culture, for building a collaborative and accountable execution throughout
- Experience scaling an organization and in developing new and improving existing work processes
- Comfortable working with a diverse team with people of different cultures and backgrounds
- Strong interpersonal skills and ability to interact and collaborate effectively with others
- Experience building and maintaining a positive work culture
- Experience evaluating and managing employee performance

- Personal qualities of integrity, credibility, and commitment to an organizational mission
- Ability to travel to meetings and events as needed, including Board meetings
- Proficiency with Microsoft Office Suite, Word, PowerPoint, Excel, other business software platforms, and virtual meeting applications

## Preferred Skills/Experience

- Experience in the energy sector at a utility (public or private), third-party implementer of energy programs, and/or with the power markets, ideally in California
- A masters or juris doctor degree in management or a related energy field enterprise a plus
- Past work experience working for a public agency and/or with elected officials
- Strong executive presence, business acumen, and presentation skills
- Experience in a fast-paced and sometime ambiguous environment where flexibility and multitasking are often needed
- Experience managing teams of at least 20+ individuals
- Budgeting and/or finance focused mindset and ability to interpret large complex financial reports
- Experience in negotiating and consensus building/mediation
- Collaborative team player mindset and approach
- Experience with Human Resource Management
- Experience with communications, marketing, or other external-facing functions
- Experience implementing diversity programs or initiatives within organizations
- Experience with contracting and/or contract negotiations
- Experience with the California Independent System Operator (CAISO) power market or other complex energy market
- Community organization ties and relationships in the San Diego area are helpful

## Work Environment & Conditions

Prolonged periods sitting at a desk and working on a computer. The position occasionally requires carrying, lifting and/or moving objects up to 15 pounds and occasional travel. Access to reliable transportation, and if driving an automobile, a safe driving record is expected. SDCP reimburses mileage expense at the IRS mileage rate.

At SDCP we work in the communities we serve and in the office. SDCP works to ensure a safe and healthy workplace for employees and our communities. SDCP requires employees to be vaccinated for COVID-19. Exemptions to the vaccine requirement will be considered for individuals with medical conditions that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with governing labor laws.

SDCP, as a public agency, is required to adopt and promulgate a Conflict-of-Interest Code (“COI”). A candidate accepting this position will be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

*This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at the discretion of SDCP as needed.*

## Compensation

**Starting Salary Range:** The position starting salary range is: \$230,000 to \$280,000; with exact compensation to be determined by SDCP, depending upon experience.

**Benefits:** Benefits include health care, a 457(b) plan with a 10% annual contribution to a Money Purchase Plan (a retirement plan), a budget for professional development, paid time off (PTO), and sick leave.

## How To Apply

Applicants must submit their resume, cover letter, and references using the “Apply today” functionality on our Career Opportunities webpage at:

[SDCommunityPower.org/about/career-opportunities](https://SDCommunityPower.org/about/career-opportunities)

SAN DIEGO COMMUNITY POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AMERICAN DISABILITIES ACT (ADA) EMPLOYER.