



E4 Carolinas, Inc.

President and Chief Executive Officer

Organization Background and Position Description

E4 Carolinas, Inc. is the trade association for companies and organizations having an energy interest in the Carolinas. In early 2012 E4 Carolinas was organized by the Carolinas' prominent energy executives as a 501(c)(6) member trade association to "coordinate, develop, grow, expand, market and promote" the Carolinas' energy industry clusters; serving all energy industry members; and, developing for the clusters the areas of economic development, innovation, talent development, policy education and communication. E4 Carolinas' history extends to 2008 with the organization of the Carolina Nuclear Cluster, which through 2012 provided networking, supply chain and talent development for the Carolinas' nuclear companies and organizations and was the forerunner to E4 Carolinas. E4 Carolinas has experienced significant program and grant-funded project growth during the past three years and has many prospective, significant near term opportunities.

E4 Carolinas has more than 150 members equally divided between those located in the Charlotte metro area and those in the remainder of the Carolinas; equally between primary energy companies and service providers; and proportionately distributed from small to large. E4 Carolinas' staff numbers nine plus interns. As a result of recent grant awards supporting new projects, E4 Carolinas' staff is expected to grow. E4 Carolinas maintains offices on the campuses of the University of North Carolina at Charlotte, NC, North Carolina State University at Raleigh, NC, the University of South Carolina at Columbia, SC, Clemson University at North Charleston, SC and a shared office for a remote team member in Dallas, TX. E4 Carolinas' 2022 budget is expected to be comprised of net \$1.40 million with about \$800,000 from grants, \$350,000 from member dues and \$250,000 from member programs.

Chief Executive Officer - is responsible for directing and executing the corporation's strategic initiatives, effective operation and continued growth. This position reports to the Executive Committee of the Board of Directors.

Essential Responsibilities:

Within the limits of the corporation's Articles of Corporations and By-Laws and policies established by the Board of Directors, the Chief Executive Officer will devote their attention to:

Strategy (15%)

- Developing periodic strategic plans with E4 Carolinas' Board of Directors and select members and partners
- Developing for consideration and adoption by the Board of Directors the draft annual business plan, budget, and marketing strategy in support of E4 Carolinas' mission, goals and strategic plan.

Board relations (15%)

- Supporting the Board and its Committees in identifying and recruiting Board and Committee members, Corporation Members and partnerships;

- Retaining and managing engagement with top-level members and directing the staff in retaining and managing engagement with all members;
- Planning meetings of the Board of Directors, its Committees and membership, including:
 - providing meeting notices;
 - maintaining and sharing records and ensuring their accuracy and safety; and
 - ensuring compliance with applicable laws, regulations and the Corporation’s by-laws.

Stakeholder engagement and program execution (50%)

- Leading, managing and supporting staff in developing and producing the Corporation’s programs, including:
 - Economic Development
 - Workforce Development
 - Innovation
 - Policy Education
 - Communications
 - South Carolina Clean Energy Industries
- Leading, managing and supporting staff in developing and executing the Corporation’s projects, including:
 - The U.S. Department of Transportation Alternative Fuels and Vehicles project;
 - The U.S. Department of Commerce Economic Development Administration Advanced Nuclear Technologies project;
 - The U.S. Department of Transportation Office of Technology Transitions Energy Program for Innovation Clusters project;
 - The Southeast Hydrogen Energy Alliance’s programs and research;
 - The Carolina Historically Black Colleges and Universities Energy Leadership Pathway; and
 - Other projects as they are developed and awarded.
- Maintaining and securing opportunities for partnership and collaboration with industry-related organizations locally, nationally, and internationally. Facilitate member to member engagement, collaboration and identification of common areas of interest.
- Identifying and preparing grant applications to support the Corporation’s program areas and projects.
- Representing E4 Carolinas and its members through speaking and engagement opportunities

Staff Management and Operations (20%)

- Ensuring E4 Carolinas’ fiscal health by managing expenses and revenues against budget
- Implementing operating guidelines and processes and ensuring fiscal and regulatory compliance
- Managing staff to reach individual performance goals, securing professional development and achieving job satisfaction; and participating in performance reviews

Metrics for E4 Carolinas’ Chief Executive Officer	
Responsibility	Measurement
Develops a strategic plan, as needed, with E4’s Board of Directors	Completion of plan
Articulates an annual business plan, budget, and marketing strategy that align with E4’s mission and strategic plan and the goals of the grant programs	Completion of plan, budget, and marketing strategy. Revenue \$ Net Income \$ # of Dues Paying Members # of New Dues Paying Members

<p>Plans meetings of the Executive Committee and Board of Directors, including:</p> <ul style="list-style-type: none"> • providing notice of meetings of the Board and/or Exec Committee • maintaining and sharing records and ensuring their accuracy and safety <p>ensuring compliance with E4's by-laws</p>	<p>Meeting notices communicated 5+ days in advance</p> <p>Meeting records maintained appropriately and transparently</p> <p>Compliant, i.e., no penalties or fines</p>
<p>Leads grant projects to meet project goals and revenue targets</p>	<p>Funded grant revenue</p> <p>Compliance with grant requirements and schedule</p>
<p>Maintains and secures opportunities for partnership and collaboration with industry organizations locally, nationally, and internationally</p>	<p># of partnerships</p> <p># of co-produced programs</p>
<p>Represents E4 and members through speaking and strategic opportunities</p>	<p># of speaking opportunities for staff or members</p>
<p>Ensures E4's fiscal health by managing expenses and revenues against budget</p>	<p>\$ operating reserves</p>
<p>Implements operating guidelines, ensures fiscal and regulatory compliance</p>	<p>Compliance, zero penalties or fines</p>
<p>Manages staff to reach individual performance goals, secure professional development, achieve job satisfaction, and participate in performance reviews</p>	<p>Participates in professional development</p>