



Deputy Director

Location: Charlottesville, VA / Richmond, VA

Clean Virginia is an independent and bipartisan advocacy organization with an associated Political Action Committee that wants Virginians to pay fair prices for clean, renewable energy and believes that a more ethical and transparent state government is key to achieving that goal. The Clean Virginia team is motivated by a vision of Virginia in which power is distributed more equitably so that all Virginians benefit from a government and energy system that prioritizes people and the planet over corporate monopoly profit.

Clean Virginia works towards this vision in three ways:

1. Engage the public about the harmful impacts of corruption in Virginia and organize communities to promote good governance and energy reform.
2. Conduct innovative research to advance the next generation of energy policy in Virginia.
3. Support Delegates, State Senators, and candidates for Virginia's General Assembly and Executive Branch who share a principled stance of refusing contributions from publicly regulated utility monopolies through Clean Virginia Fund, Clean Virginia's Political Action Committee.

About Us: Clean Virginia is made up of talented and highly-motivated individuals dedicated to creating meaningful reform in the Commonwealth. Headquartered in Charlottesville, Virginia, we depend upon the collective experience, knowledge, and skills of our team while cultivating interpersonal trust and open communication. Clean Virginia believes a staff that reflects the Commonwealth's diversity is central to our organizational goals of advancing clean governance and an equitable clean energy transition in Virginia. We are committed to 1) building an inclusive team at Clean Virginia in which diversity is deeply appreciated for its ability to strengthen teams, 2) fostering a welcoming work environment in which everyone feels safe, respected, and valued, and 3) offering equitable employment policies and benefits.

Job Description

The Deputy Director serves as Clean Virginia's primary project manager, chief of staff, and one of the Executive Director's leading advisors on the organization's strategic direction and daily operations. They hold primary responsibility for facilitating the organization's strategic planning, leading Clean Virginia's short and long-term projects, and managing internal operations and staff development while the Executive Director prioritizes Clean Virginia's external affairs. The Deputy Director manages the program team: the Advocacy and Communications Director, the Political Director, the Energy and Regulatory Policy Director, and the Good Governance Director. Along with the Executive Director, they act as an organizational spokesperson and Clean Virginia ambassador with the media and at public speaking events.

This position works closely with the entire Clean Virginia team and requires a willingness and ability to travel around the Commonwealth and work outside of traditional hours, particularly during the state legislative session and state electoral cycles. We prefer a candidate who is located in Charlottesville or Richmond. Regular presence in Clean Virginia's Charlottesville office is required; currently staff is in-person two days per week, but this is subject to change and the Deputy Director should be prepared to be in-office as circumstance requires.

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Duties & Responsibilities

- Provides the Clean Virginia program team with the support, guidance, and resources they need to achieve Clean Virginia's policy, political, communications, and advocacy goals and to build a long-lasting energy and governance reform movement in Virginia.
- Manages and supervises the work of Clean Virginia's Legislative Director, Political Director, and Advocacy and Communications Director, providing them with daily guidance and direction as well as long-term professional development and growth.
- Acts as Clean Virginia's senior project manager. Delegates specific responsibilities, tracks deadlines, and evaluates the efficacy of projects.
- Supports the Executive Director in operations, management, and organizational development decisions.
- Acts as a public spokesperson for the organization and senior media liaison.
- Determines optimal team structure including leading hiring processes and professional development for staff in order to maximize organizational efficiency and effectiveness and team morale.
- Maintains annual performance review system for staff as well as project debriefs and evaluations.
- Identifies and addresses staff development needs and opportunities.
- Works with the Executive Director to facilitate Clean Virginia's annual strategic planning.
- Ensure Clean Virginia is honoring its strategic imperative of equity, diversity, and inclusion.
- Perform other duties as assigned.

Preferred Qualifications

- Strong demonstrated interest in government transparency, an affordable clean energy transition, and the mission of Clean Virginia.
- At least seven years of professional experience managing teams, projects, and budgets.
- Strong personnel management and career development skills.
- Proficiency in strategic planning, communications and advocacy best practices, and the state legislative and electoral process.
- Superior communication, writing, and interpersonal skills.
- Strong administrative skills including computer word processing and database management.

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- Experience working with, content management systems, graphic design, data analytics, and digital platforms preferred.
- A collegial and collaborative work style, innovative thinking, strong work ethic, and a respectful and enthusiastic attitude.
- A flexible approach to work, with a willingness to travel, as needed, and participate in programs occurring after typical business hours.
- A B.A. degree in a relevant field.

Compensation & Benefits

Clean Virginia offers a highly competitive salary and benefits package which includes:

- A salary range of \$140,000 to \$160,000 based on relevant experience.
- Generous paid time off every year: 4 weeks (20 days) of vacation, 10 sick and wellness days for physical and mental health, 15 paid holidays, 12 weeks of paid parental leave for the birth or adoption of a child.
- Employer contribution of 90% of monthly premium cost for UnitedHealthcare Choice Plus Direct plan (Platinum level), including dental and vision coverage.
- Life insurance coverage.
- 401(k): Employer match of up to 5% of salary following 60 days of employment.
- Strong commitment to professional development including an allotted budget for each staff member.
- A demonstrated respect for work/life balance, in light of the increased workload at particular times of the year.

Application Instructions

Please send your resume and cover letter with "Clean Virginia Deputy Director" in the subject line to:



- Will@shadowsearch.co
- Patrick@shadowsearch.co

Clean Virginia is committed to a just, representative, and inclusive working environment and encourages people of color, women, persons with disabilities, and persons who are LGBTQ to apply.