

OPTIMIZE RENEWABLES™

Creating A New Balance of Power

JOB DESCRIPTION

Position: Vice President, Operations

A. Overview

Optimize Renewables LLC is an exciting, fast-growing company that plans, develops, designs and delivers microgrids and other integrated renewable energy projects to deliver the “right mix of energy solutions” for commercial and industrial clients, municipalities, universities, schools, and hospitals.

The Company's offer attracts repeatable, multi-site customers with a defined commitment to resiliency and/or sustainability, helping them achieve significant energy cost reductions, improved energy management, enhanced resiliency, and optimal renewable power generation – including generating assets such as Solar, Wind, Geothermal, Biomass, Biogas, and Combined Heat and Power (CHP) systems.

Optimize Renewables operates across North America, including the US, Canada, Mexico, and the Caribbean, but is largely focused on the 13-state Appalachian Region.

B. Position Summary

The **Vice President (VP), Operations** is a member of the **Operations Team** and works with the **Chief Operating Officer**, to whom the position reports, to oversee all aspects of the company's microgrid development, construction, and commissioning operations while ensuring alignment with the organization's strategic objectives. The position requires close collaboration with the **Leadership Team**, as well as our **Business Solutions** and **Finance Teams**.

The **Vice President, Operations** is responsible for managing project planning, engineering, procurement, construction, and ongoing O&M plans for the **Company's** resilient microgrid projects, which may include distributed generation, energy storage, and energy efficiency technologies. The position will lead the development, implementation, and refinement of **Optimize Renewables'** operational strategies, processes, and systems; create detailed microgrid plans and specifications; apply hands-on expertise with bankable industry hardware and software; lead partner and contractor management; and foster a high-performing **Operations Team**. The position plays a pivotal role in achieving organizational financial, operational, and sustainability goals while advancing the **Company's** mission to lead in the resiliency/renewable energy sectors.

Optimize Renewables, LLC

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C. Responsibilities:

1. Corporate

- Provide leadership as a key member of the **Operations Team**, facilitating **Optimize** business, growth, and development strategies.
- Integrate the **Operations** plan effectively into the overall corporate business plan.
- Increase revenue generation and margins.
- Reduce costs and timeline to revenue.
- Use automation to make human capital across the organization more effective.
- Leverage data and analytics to drive insight.
- Modify or redirect business intelligence strategy.
- Develop and measure key **Operations** metrics around the business..
- Assess candidates, new hires, and teammates across the organization.

2. Strategic and Operational Leadership

- Develop and implement operational objectives, key performance indicators (KPIs), and standardized business processes across **Optimize Operations**.
- Lead the creation of an annual productivity plan; track progress and build contingency plans to meet financial and operational commitments.
- Act as a key driver of organizational change, communicating enterprise-wide changes to colleagues and supporting their adoption of continuous improvement initiatives.
- Participate in executive leadership team activities, fostering accountability, collaboration, and innovation across all functions.
- Collaborate with **Leadership Team** peers to align operations with overall business strategy, including joint ventures, partnerships, acquisitions, and market expansion.

3. Project Execution and Delivery

- Provide direct supervision and guidance for the planning and construction of resiliency, energy efficiency, and distributed generation projects.
- Collaborate with **Business Solutions, Finance**, and the **Leadership Team** to create microgrid plans with **Clients**, including design specifications and narratives, and milestone-based schedules.
- Utilize industry-standard software (e.g., Xendee, Helioscope, PVSyst, Thermoflex, and DOE's eQuest and EnergyPlus Whole Building Energy Simulation, and others) for project planning and design.
- Ensure timely delivery of high-quality projects within budget, meeting performance and sustainability goals.

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4. Partner and Contractor Management

- Identify, vet, and manage Engineering, Procurement, and Construction (EPC) and other Contractor Partners; maintain a preferred provider matrix for skills identification and allocation as well as RFP participation.
- Negotiate pricing, terms, and contracts to 'optimize' project economics and working capital.
- Establish and manage contracts with external Partners to ensure compliance, quality, and cost-effectiveness.

5. Operation and Maintenance (O&M)

- Develop and oversee a robust O&M program for use in **Optimize** Technical and Financial Models for all planning projects under contract.
- Oversee the identification and selection of O&M Partners with **Clients** after project commissioning.
- Ensure that O&M service requests for existing projects are resolved efficiently and effectively.
- Monitor ongoing project performance and manage contract deliverables.
- Build a plan for the potential creation or acquisition of an **Optimize** O&M service arm, accounting for both electrical and thermal apparatus, as well as platform software and other digital components.

6. Financial and Technical Model Integration

- Manage and enhance the **Optimize Renewables** Microgrid Technical Model, including identifying and vetting bankable microgrid component options.
- Integrate the Technical model with the Financial Model to evaluate **Investor** returns (IRRs), **Customer** savings, and sustainability metrics.
- Lead monthly, quarterly, and annual business operating reviews; develop and manage financial budgets for major **Operations** initiatives.

7. Team Leadership and Development

- Build, train, and lead a high-performing **Operations** team, fostering a culture of excellence and innovation.
- Establish professional development initiatives to enhance **Team** skills and capabilities.
- Define roles/responsibilities within the **Operations Team** to 'optimize' performance and accountability.

8. Continuous Improvement and Innovation

- Research and recommend proven technologies to reduce costs and differentiate **Optimize** offerings.
- Lead **Operations**-related IT initiatives to improve operational efficiency and reduce costs.
- Lead the implementation of continuous improvement efforts across all operational functions.

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D. Qualifications

1. Knowledge and Skills (Behavioral and Strategic Capabilities)

- **Motivation** – Visionary leader, proactive decision-maker, and independent professional driven to advance resilient and clean energy solutions, alongside experienced growth-oriented entrepreneurs.
- **Background** – Comprehensive understanding of **Operations** management principles, renewable energy project development, supply chain optimization, and infrastructure scaling, with a proven history of achieving operational excellence and measurable results.
- **Strategic Thinking** – Proficiency in developing and implementing operational strategies that align with the **Company's** vision to scale microgrids, renewable energy, and resiliency solutions effectively.
- **Stakeholder Engagement** – Expertise in fostering strong relationships with internal departments, executives, vendors, and external partners to ensure seamless project execution and operational alignment.
- **Crisis Management** – Capability to safeguard operational continuity and respond effectively to challenges, ensuring the reliability and reputation of **Optimize Renewables** services and solutions.
- **Leadership and Team Development** – Proven ability to inspire, guide, and develop cross-functional teams, fostering a culture of collaboration, accountability, and high performance across all operational areas.
- **Customer-Centric Mindset** – Deep understanding of **Customer** requirements and project demands, ensuring operational strategies that deliver exceptional value and satisfaction.
- **Data-Driven Decision Making** – Skilled in utilizing operational metrics and performance data to drive continuous improvement and maximize efficiency in all areas of the business.
- **Innovation and Adaptability** – Ability to adapt to evolving industry requirements and incorporate innovative 'bankable' technologies and practices to enhance operational capabilities.
- **Cross-Functional Collaboration** – Demonstrated success in working closely with **Business Solutions**, **Finance**, and other **Teams** to align operational goals with broader company objectives.
- **Market Knowledge** – In-depth understanding of microgrid, distributed generation, and energy efficiency sectors is highly preferred, with a focus on delivering impactful solutions to Clients and communities.

2. Competencies (Technical and Tactical Abilities)

- **Productivity** – Demonstrated ability to maintain high levels of productivity and precision in a fast-paced, dynamic environment, meeting tight deadlines as part of a high-performing, interdisciplinary team.
- **Communication Skills** – Exceptional research, writing, and editing abilities, with expertise in crafting compelling narratives tailored to diverse audiences. Outstanding verbal communication skills and professional proficiency in written and spoken English..

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- **Problem-Solving** – Advanced analytical skills to diagnose complex challenges and design innovative, actionable solutions to drive operational success.
- **Collaboration** – Strong interpersonal skills to foster effective collaboration across cross-functional teams, ensuring alignment and synergy in achieving organizational goals.
- **Attention to Detail** – Meticulous attention to detail, ensuring operational compliance and accuracy in all reports and communications, while maintaining a strategic perspective on broader objectives.
- **Coordination** – Expertise in building and maintaining robust relationships with internal teams, external partners, and associated organizations to streamline operations and enhance cooperation.
- **Dynamics** – Comprehensive understanding of the unique dynamics of fast-paced start-up environments, with the ability to adapt and excel in ever-evolving conditions.
- **Policy and Incentives** – Strong understanding of clean/renewable energy policies, tax credits, and incentives, enabling optimization of project economics and compliance with regulatory frameworks.
- **Sustainability** – Expertise in sustainability reporting frameworks and performance metrics to track and communicate environmental and social impacts effectively.

3. Software Systems/Platform Requirements

- **ERP Systems** – Experience with Enterprise Resource Planning (ERP) platforms such as Oracle NetSuite, SAP, or Microsoft Dynamics to manage and integrate core business operations, including finance, procurement, and project management.
- **Office** – Knowledge of Microsoft 365 Office Suite a must, including Word, Excel, PowerPoint, etc.
- **Project Management Software** – Proven ability to use project management tools such as Asana, Trello, or Microsoft Project to ensure timely and efficient project execution.
- **Data Analytics and Reporting Tools** – Expertise in data visualization and analytics platforms such as Tableau, or Google Data Studio to monitor performance metrics and inform decision-making.
- **Sustainability Platforms** – Familiarity with Environmental, Social, and Governance (ESG) Reporting Platforms tools like EcoAct, Sphera, or Measurabl for performance tracking/reporting.
- **EMS Systems** – Experience with Energy Management System (EMS) platforms that ‘optimize’ energy usage, monitor microgrid performance, and ensure operational efficiency.
- **Process Automation Tools** – Proficiency in automation tools such as Zapier, UiPath, or Power Automate to streamline workflows and enhance productivity.
- **Cloud Collaboration Platforms** – Experience with cloud-based tools such as DropBox, Google Workspace or Microsoft 365 for seamless communication and document management.
- **Regulatory Compliance Platforms** – Familiarity with platforms that ensure adherence to clean and renewable energy regulations, permitting, and reporting requirements.
- **Artificial Intelligence** – Familiarity with AI tools for content generation, data analysis, and research enhancement to streamline operations and improve content quality.

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4. Education

- Bachelor's degree in Engineering, Business, or a related field; Master's or other Advanced Degree a plus.

5. Experience

- 10+ years of experience in resiliency, infrastructure, or renewable energy operations; microgrid project management experience a significant plus.
- Experience managing a team of **Operations** professionals.
- Experience in a high-growth company, including entrepreneurial flexibility to manage dynamic, challenging situations.
- Familiarity with the microgrid and/or renewable energy sectors is highly desirable.

6. Certifications

- None Required, though accreditations in Engineering (PE), Project Management (PMP, CM, or Six Sigma), Supply Chain (CSCP), Sustainability and Energy Management (LEED AP, CCaSS, or CEM), and/or Information Technology (ITIL) are a plus.

E. Key Relationships

- Reports to the **Chief Operating Officer**.
- Works collaboratively with the **CEO, CBSO, and CFO**.
- Coordinates with external stakeholders, partners and funders, including government agencies, foundations, and non-profits.

F. Physical Requirements

- This position typically works in our offices and requires ability to operate general office equipment including, but not limited to computers, copiers, and telephones.
- The person in this position will frequently communicate in person, by phone, or video conferencing, and in writing with peers, managers, subordinates, clients, and board members, and must be able to exchange accurate and timely information in these situations.
- Occasional travel may be required to meet with **Clients**, attend conferences, or visit project sites.
- The responsibilities of this position may include physical activities such as standing or sitting for extended periods of time.
- The person in this role may be required to travel locally, regionally, and nationally on occasion via commercial airlines and using other forms of public transportation.

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- The position also requires field duties requiring significant walking, often in physical plants as well as in raw natural (usually) environments, although usually on relatively flat land.

G. Working Environment

- This position typically operates in an office environment, with some limited flexibility to work remotely.
- Occasional evening or weekend work may be required to meet project deadlines.
- The person in this role must be comfortable working in a fast-paced, high-growth environment.

Optimize Renewables LLC is an Equal Employment Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, citizenship status, military status, protected veteran status, religion, creed, physical or mental disability, medical condition, marital status, sex, sexual orientation, gender, gender identity or expression, age, genetic information, or any other basis protected by law, ordinance, or regulation.

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