



## Midwest Renewable Energy Tracking System, Inc. Board of Directors

CLOSED

Position Description for Executive Director

### **Midwest Renewable Energy Tracking System, Inc.**

The Midwest Renewable Energy Tracking System (M-RETS) tracks renewable energy generation in participating States and Provinces and assists in verifying compliance with individual state/provincial or voluntary Renewable Portfolio Standards (RPS) and objectives. M-RETS is an important tool to keep track of all relevant information about renewable energy produced and delivered in the region.

Currently, several States and Provinces participate in M-RETS: Illinois, Iowa, Manitoba, Minnesota, Montana, North Dakota, Ohio, South Dakota, and Wisconsin have policies in place requiring or strongly encouraging utility development of renewable resources. M-RETS uses verifiable production data for all participating generators and creates a Renewable Energy Credit (REC) in the form of a tradable digital certificate for each MWh. More information about the tracking system can be found at [www.m-rets.com](http://www.m-rets.com).

The Midwest Renewable Energy Tracking System, Inc. (M-RETS, Inc.) was incorporated in Wisconsin in August 2008. The board of directors of M-RETS, Inc. is responsible for governance of the Midwest Renewable Energy Tracking System. The board of directors is composed of government representatives from North Dakota, South Dakota, Iowa, Minnesota, Wisconsin and the Canadian province of Manitoba in addition to a representative from each of the following stakeholder categories: Investor Owned Utility, Municipal Utility, Cooperative Utility, Marketer and a Nonprofit.

#### **Position Overview**

The Executive Director will play a key role in the development of the Midwest Renewable Energy Tracking System, Inc. (M-RETS, Inc.), since this is a new organization (incorporated in August, 2008). The Executive Director will report to the M-RETS Board of Directors and will be responsible for overall leadership, direction and general management of the organization. The Executive Director will have primary responsibility for working with the Board to develop a strategic plan establishing the overall goals of M-RETS and consolidate and transition M-RETS day-to-day functions from the Wisconsin Public Service Commission and volunteer Board assistance to the Executive Director. Once the plan is approved, the Executive Director will be responsible for implementing that business plan, developing and delivering programs and directing day-to-day operations with the objective of establishing a solid foundation for outstanding performance in meeting the mission of the organization. The performance of the Executive Director will be measured on the fulfillment of the goals and objectives of the organization and establishing a reputation of excellence for the organization.

#### **Key Accountabilities**

The primary responsibilities for the Executive Director include:

- Overall management of the M-RETS, Inc. organization to achieve its mission effectively and efficiently.
- Developing, in close consultation with the Board, rules and procedures for the M-RETS tracking system.
- Implementing the M-RETS Operating Procedures and seeking Board guidance when questions arise.
- Primary interface with APX in the implementation of the M-RETS tracking system.
- Primary interface with M-RETS stakeholders.
- Supporting the organization of Board-established committees and implementing their decision in an effective and timely manner.
- Together with the Board President, developing procedures to enable effective Board meetings that focus on priorities and policy, and make good use of Board member expertise.
- Working with the Board and the technology provided to maintain M-RETS in a way that keeps the tracking system relevant for all M-RETS stakeholders using the system for renewable energy compliance and tracking activities in a changing regulatory and voluntary compliance environment at the state and/or federal level.
- Developing an understanding of other renewable tracking systems for evaluative purposes, performance assessment, and interoperability concerns or opportunities.
- Keeping the Board updated with possibilities to enhance the tracking system to better meet the needs of and provide value for all M-RETS stakeholders.
- Reaching out to other organizations nationally engaged in related activities in order to further develop relationships and enable the organization to leverage its activities through close coordination.
- Communicating clearly and effectively with governmental, utility, other business, non-governmental and other leaders about the mission of M-RETS, Inc.
- Developing a communication strategy to establish the public image of M-RETS, Inc. and its Board, including a website that will be a resource for the organization's activities.
- Developing administrative policies for the organization with Board approval.
- Working with the Board to guarantee the financial integrity of M-RETS, Inc. so as to protect the assets of the organization, provide transparency, and enable effective Board oversight.
- Developing an effective system for benchmarking and evaluation of the activities of the organization.

### **Qualifications**

The ideal candidate for this position is an experienced and visionary professional with a minimum of five years of professional experience in a related field. A Bachelors degree is required and a Masters or law degree is highly preferred. The successful candidate will be a person of integrity and stature in the community with proven leadership experience, exemplary business and/or nonprofit management skills, and a strong commitment to collaboration. Governmental relations and partnerships are key components of this challenging role. Other essential skills and experience include:

- Demonstrated ability to lead, inspire and motivate.
- A track record of building strong, mutually beneficial relationships and achieving results.

- A broad understanding of issues related to renewable energy, renewable energy credits and tracking systems together with a general understanding of utility operations as they relate to state and/or federal renewable energy compliance requirements.
- Successful experience working effectively with a broad range of external constituents.
- Successful experience working with a diverse Board of Directors.
- An understanding of financial statements and issues and proven ability to be able to run an organization in a transparent, effective and efficient manner.
- Significant project management experience in areas related to the mission. Since the organization is not likely to have many employees in the early years, strong experience in contract negotiation, developing requests for proposals and contract administration will be important.
- Excellent written and oral communication skills. The individual should be comfortable in presenting to the public and discussing issues with governmental, utility, non-governmental, business and other leaders.
- Strong facilitation skills - a proven record of working in coordination and partnership with other organizations to achieve mutual objectives.
- Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, technical procedures, and governmental regulations; and ability to write reports, business correspondence, and procedure manuals.
- Ability to define problems, collect data, establish facts, and draw valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies; and interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

### **Compensation**

The M-RETS, Inc. Board is committed to providing a competitive salary and benefit program for a non-profit organization.

### **To Apply**

Send a cover letter, resume and writing sample in portable document format (pdf) via email to: [eschroeder@gpisd.net](mailto:eschroeder@gpisd.net).

### **Location**

Candidates are expected to be able to work from one of the M-RETS states (ND, SD, MN, WI, IA, MT, MB).

Deadline for applications: NOW CLOSED (was May 4<sup>th</sup>, 2011 9:00 A.M. Central Time).

Contact:

Eric Schroeder, Treasurer, M-RETS, Inc.

Deputy Director, Great Plains Institute

2801 21<sup>st</sup> Ave. S., Suite 220

Minneapolis, MN 55407

Phone: 612-278-7157

Fax: 612-278-7151

Email: [eschroeder@gpisd.net](mailto:eschroeder@gpisd.net)