

# Executive Director

## United States Industrial Pellet Association (USIPA)



### BACKGROUND

Since 2011, USIPA has served as the trade association promoting the use of US wood pellets to decarbonize global heat and power production. We advocate for wood energy as a smart solution to climate change and support renewable energy policy development worldwide. Our members represent all aspects of the US wood pellet industry, including producers, traders, equipment manufacturers, bulk shippers, service providers, and other supply chain actors.

In a little more than a decade, US wood pellet production has grown from almost zero to more than 9 million metric tons valued at more than \$1.5 billion annually. Today, the US is the world's leading exporter of wood pellets, supplying more than a dozen countries across Europe and Asia.

The US wood pellet industry is now entering a period of innovation and transformation. With the world rapidly mobilizing to address the climate crisis, the demand for wood pellets is shifting into higher value applications to decarbonize hard-to-abate sectors where solutions are needed most. This includes the production of Sustainable Aviation Fuels (SAF), green steel, cement, carbon removal through Bioenergy Carbon Capture and Storage (BECCS) and power to X (P2X) applications.

### POSITION

USIPA seeks a dynamic, highly experienced, seasoned leader to guide the association during its next chapter of growth and transformation. As Executive Director, you will position USIPA for continued success by honing the association's strategic direction, providing leadership and mentorship to USIPA staff, aligning and managing resources to achieve its goals, and expanding its membership. This role is multifaceted and involves a combination of strategic, managerial, and leadership responsibilities. The Executive Director position can be remote, hybrid, or located in the Washington DC office as preferred. Benefits (e.g., 401K, insurance, etc.) are competitive. Compensation is competitive and commensurate with experience.

### RESPONSIBILITIES

- \* **Board and Committee Management:** Work closely and communicate regularly with USIPA's board, committees, and volunteer leaders to execute the association's mission.
- \* **Strategic Planning:** Develop and implement the association's strategic goals and initiatives in line with the interests and needs of its members.
- \* **Advocacy:** Represent the association's interests and its members to government bodies, regulatory agencies, and other stakeholders. This may involve lobbying for favorable policies and regulations.
- \* **Membership Engagement and Management:** Build and maintain relationships with association members, fostering collaboration and ensuring that the organization is meeting the needs of its diverse membership base.
- \* **Industry Promotion:** Promote the benefits of industrial pellets as a sustainable energy source and educate the public, policymakers, and other stakeholders about the industry's contributions.
- \* **Policy and Regulatory Affairs:** Staying informed about relevant industry regulations, monitoring policy developments, and advocating for policies that support the interests of the industrial pellet sector.
- \* **Collaboration:** Collaborate with other industry associations, research institutions, and relevant organizations to advance common goals and address shared challenges.
- \* **Communication:** Serve as a spokesperson for the association, communicate with the media, industry partners, and the public to enhance the industry's image and address any concerns.
- \* **Financial Management:** Oversee the association's budget and financial resources to ensure financial sustainability.
- \* **Research and Development:** Keep abreast of industry trends, technological advancements, and research to guide the association's strategies and ensure its members remain competitive.
- \* **Program Development:** Lead the development and implementation of programs, services, and initiatives that align with the association's mission and benefit its members.
- \* **Staff Management:** Supervise and lead the association's staff, providing guidance, support, and professional development opportunities.
- \* **Consultancy Management:** Work with internal staff to manage the external relationships and expectations with external consultancy partners.
- \* **Communication:** Effectively communicate with members, the public, and the media. Keep stakeholders informed about the association's activities, achievements, and challenges.
- \* **Event Management:** Oversee the planning and execution of the association's annual conference, workshops, and other events.
- \* **Risk Management:** Identify and mitigate potential risks that could affect the industry's and association's operations and reputation.
- \* **Legal Compliance:** Ensure that the association complies with all relevant laws and regulations and addresses legal issues as they arise.
- \* **Fundraising:** Seek and secure funding through grants, sponsorships, and other fundraising initiatives to support the association's activities.

- \* **Evaluation and Reporting:** Regularly assess the impact of the association’s programs and initiatives. Provide reports to the board, members, and other stakeholders.
- \* **Expected Travel 25%-50%:** International and national travel plays a crucial role for an executive director as it fosters global perspectives, facilitates networking with diverse stakeholders, and enables firsthand engagement with international markets, enhancing the organization’s strategic vision. Additionally, domestic travel allows the executive director to build strong relationships within the USIPA membership and network, staying attuned to local dynamics and ensuring effective communication with regional partners and stakeholders.

As defined above, the role will include support from multiple consultancies in critical markets, USIPA’s Vice President, Communications and External Affairs, and other staff as hired.

## QUALIFICATIONS

- \* A Master’s in Business Administration (MBA) or a master’s degree in the renewable energy or forestry sector is preferred.
- \* 10+ years of leadership experience, including several years in direct managerial or executive roles.
- \* Experience in the renewable energy or forestry sector is preferred.
- \* 10+ years experience in strategic planning, financial management, and organizational development.
- \* Strong leadership skills and the ability to inspire and motivate staff.
- \* Excellent organizational and managerial skills, with a track record of successful team management and project execution.
- \* Financial management skills, including budgeting, financial analysis, and fiscal responsibility.
- \* Experience with fundraising and resource development preferred.
- \* Exceptional communication skills, both written and verbal.
- \* Ability to effectively build and foster relationships with and represent the organization to various stakeholders, including the board, staff, donors, and the public.
- \* The ability to adapt to changing policies in key markets and a visionary mindset to lead the association into the future.

USIPA is an equal opportunity employer. We are committed to providing a work environment free of discrimination and harassment. All employment decisions at our organization are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. We will not tolerate discrimination or harassment based on any of these characteristics.

To apply: Please email Cover Letter and Resume to [info@theusipa.org](mailto:info@theusipa.org) with the subject line “**Application for Executive Director – [Your Name]**”. Application deadline is March 8, 2024. For more information on please visit [www.theusipa.org](http://www.theusipa.org).

