



POSITION ANNOUNCEMENT

10/4/2024

Executive Search for:

General Counsel at Energy Trust of Oregon

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INTRODUCTION



Energy Trust of Oregon seeks a new General Counsel to serve as the primary legal advisor and provide legal counsel on strategic and program initiatives that advance Energy Trust's vision to ensure clean, affordable energy for everyone.

ABOUT ENERGY TRUST OF OREGON



Energy Trust of Oregon is an independent nonprofit organization dedicated to energy efficiency and renewable energy development. We serve Oregon customers of Portland General Electric, Pacific Power, NW Natural, Cascade Natural Gas, and Avista, as well as SW Washington customers of NW Natural. Year after year, Energy Trust is recognized as one of the 100 Best Nonprofits to Work for in Oregon.

Energy Trust is committed to the principles of diversity, equity, inclusion, and belonging. We strive to create a culturally attentive organization by reaching out to diverse candidates who will contribute a range of perspectives, experiences, skills and ideas to how we work, our programs and our services to best serve, reach and reflect the rich diversity of the customers we serve.

For more information about Energy Trust of Oregon, go to energytrust.org.

PURPOSE

Working together with customers, communities and utilities, we save energy and maximize adoption of clean energy solutions, reducing costs and accelerating community-centered benefits

VISION & VALUES

CLEAN, AFFORDABLE ENERGY FOR EVERYONE

We help customers and communities reduce costs and achieve additional benefits by saving energy and benefiting from renewable resources.

It's our responsibility to ensure that communities have access to clean energy solutions and are safer and better prepared for whatever tomorrow holds. Though we have achieved a lot over the last 20+ years, we recognize there is more to do. To expand our reach, we created a comprehensive [Diversity, Equity, and Inclusion Plan](#) focused on engaging communities we've historically underserved and guided by community feedback.

WE CARE ABOUT PEOPLE

We deliver results because it makes a difference to those we serve. As teammates, we support each other's success and well-being as we work together toward common goals.

WE LEARN AND CHANGE

We continuously learn from listening, experimentation and evaluation. We recognize that emerging needs and complex challenges often require adaptation and new solutions.

WE ARE TRANSPARENT

We work with integrity. We share our work, are honest about what we have done and will do and we hold ourselves and each other accountable.

WE VALUE DIVERSITY, EQUITY, INCLUSION AND BELONGING

We acknowledge the deep importance of DEIB in our work. Everyone brings value; we seek different perspectives because we know our solutions are stronger when we collaborate with each other.

POSITION DESCRIPTION



LOCATION

Portland, Oregon
(Hybrid; In-person)

COMPENSATION RANGE

\$155,400 - \$261,100

The General Counsel serves as Energy Trust's primary legal advisor and provides legal counsel on strategic and program initiatives to make informed decisions that align with local and federal laws. The General Counsel is a key advisor to the Executive Director and Board of Directors and oversees and leads Energy Trust's Legal/Contracts and Board Services Groups. As an organizational leader, the General Counsel is a member of Energy Trust's executive team.

This position advises the staff, Executive Director and Board of Directors on relevant legal matters, including new local, state and federal laws or changes to existing laws impacting the organization. In addition to monitoring such legislation, this position participates in rulemaking and interprets language pertaining to Energy Trust and its operations. This position always ensures proper and full compliance with such laws and exercises judgment as to when legal assistance is to be provided by outside counsel.

The General Counsel also provides support to Energy Trust's Board of Directors, serving as the staff liaison to the board's Nominating and Governance Committee. Additionally, the General Counsel will oversee the Board Services Administration Manager who provides logistical and administrative support for the board and its various committees.

ESSENTIAL RESPONSIBILITIES



EXECUTIVE TEAM AND ORGANIZATIONAL LEADERSHIP

- Participate on Energy Trust's executive team and provide strategic leadership in line with the organization's vision and strategic plan.
- Provide relational leadership, demonstrating humility and curiosity to engage diverse teams, staff and stakeholders, with a focus on collaborative problem-solving and fostering creative and inclusive solutions.
- Provide legal, risk and/or strategic advice and corresponding options and solutions to the Executive Director, the Executive Team and Energy Trust's board of directors.
- Identify and invest in organization process improvements and define corresponding metrics to document efficiency gains and productivity benefits.
- Model and invest in the organization's culture, cultivating an inclusive, and collaborative work environment, creating opportunities for engagement and acting upon feedback received.
- Represent Energy Trust's interests with state and regional stakeholders.
- Support the organization's culture of innovation and growth, providing pathways for creative solutions that reasonable risk-taking, while maintaining legal integrity of the organization.

HEAD OF LEGAL AND CONTRACTS SERVICES GROUP

- Manage the legal and contractual functions in support of Energy Trust programs and services, ensuring that staff requirements are effectively addressed and that risk is minimized.
- Oversee and negotiate major contracts with the utilities, the Northwest Energy Efficiency Alliance, program management contractors and others for the delivery of ratepayer funding, energy efficiency goods and services, and renewable energy projects.
- Oversee and ensure organizational legal compliance, including but not limited to, commercial operations, nonprofit law, and employment, compensation and human resource laws and regulations at the federal, state, and local levels for the organization.

ESSENTIAL RESPONSIBILITIES

HEAD OF LEGAL AND CONTRACTS SERVICES GROUP (CONTINUED)

- Manage legal and contract staff, ensuring a highly efficient and productive workflow system to meet program and other organizational requirements.
- Manage legal services provided by outside counsel as needed and foster strong relationships with a pool of outside counsel resources.
- Ensure compliance with agreements with the Oregon Public Utility Commission and other contractual obligations applicable to the organization.
- Brief legislative and regulatory decision-makers about Energy Trust.
- Oversee Energy Trust's risk assessment processes by ensuring sufficient and appropriate insurance coverage and by coordinating on broader risk management and assessment with the organization's Chief Financial Officer.
- Develop and review written policies, memoranda, reports, correspondence, and other documentation.

The above information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.



ESSENTIAL RESPONSIBILITIES



ADVISOR TO ENERGY TRUST'S BOARD OF DIRECTORS

- Coordinate with, present to and otherwise serve the Board of Directors by providing legal advice, policy and other recommendations related to non-profit law, risk management, legislation, contract compliance and other matters.
- Act as staff liaison to the board's Nominating and Governance Committee. Responsibilities include, but are not limited to, coordinating agenda development with the committee chair, tracking board policies to ensure they are reviewed timely, preparing materials for committee meetings, and assisting staff in preparing briefing material and resolutions for all board actions.
- Serve as a member of the board's Human Resources and Compensation Committee to support the 401(k) plan trust and coordinate with the 401k plan recordkeeper and financial advisors.
- Manage the Board Services Administration Manager who develops the board's annual calendar, organizes board meetings, schedules board and committee meetings, distributes materials for board and committee meetings, prepares and distributes minutes of board and committee meetings, and maintains the board's resource site, currently BoardEffect.

ADDITIONAL SUPERVISORY RESPONSIBILITIES

- Supervise a cross-functional team of legal and contract and board services professionals.
- May oversee additional staff under a matrix or alternative management structure arrangement.

QUALIFICATIONS

- Juris doctor degree.
- Admitted to practice law in the State of Oregon.
- Contract development and negotiation skills, preferably in the energy field.
- Familiarity with administrative, corporate, employment and non-profit law.
- Awareness of emerging issues and associated risks in areas such as data privacy, artificial intelligence, and technology regulations.
- Proficiency, innovation and judgment necessary to effectively anticipate needs, establish strategic direction, set priorities and ensure completion of accurate work within a fast-paced environment.
- Experience supporting a growing organization in an increasingly dynamic environment with a focus on encouraging innovation and becoming more risk tolerant.
- High level of self-confidence complemented by humility and grace.
- Professional experience demonstrating diversity, equity and inclusion subject matter expertise, experience and supporting implementation of diversity initiatives in a business/professional setting.
- Teamwork, integrity and a customer service orientation are highly valued.
- Strong analytic and critical thinking skills with a problem-solving approach.
- Ability to manage both workflow and personnel.
- Excellent interpersonal skills. Must be able to interact with a diverse workforce and be comfortable working in culturally diverse settings and groups.
- Excellent written and oral communication skills.
- Team orientation.

Energy Trust is committed to fair employment practices and non-discrimination, including pay equity for all employees. We do not discriminate on the basis of protected class (race, sex, veteran status, disability, age, color, religion, national origin, marital status, sexual orientation) in the payment of wages or screen applicants on the basis of their current or past compensation. We determine salary by completing a review of your application materials to evaluate your related education, experience, and training.

Actual compensation packages are based on several factors that are unique to each candidate, including but not limited to skill set, depth of experience, and certifications in the pay equity assessment to determine equitable salary placement.

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NEXT STEPS



[Click here](#) to apply to be the next General Counsel at Energy Trust of Oregon.

**THANK YOU, AND WE
LOOK FORWARD TO
WORKING WITH YOU.**