



Minnesota Solar Energy Industries Association

We Move Minnesota Solar + Storage Forward

Executive Director

Minnesota Solar Energy Industries Association (MnSEIA)

Lead Minnesota's premier solar and energy storage trade association during a transformational period for clean energy. Partner with an engaged Board of Directors, lead a talented team, shape statewide policy, and advance a thriving industry.

Position Description

Position

Executive Director

Reports to

Board of Directors

About MnSEIA

The Minnesota Solar Energy Industries Association (MnSEIA) is a 501(c)(6) nonprofit organization that powers Minnesota's solar and energy storage industries through education, advocacy, and industry leadership. MnSEIA convenes stakeholders, advances healthy and competitive markets, shapes equitable clean energy policy, and expands access to clean energy opportunities that benefit all Minnesotans. Through the collective strength of its more than 150 member companies and organizations, MnSEIA works at the legislature, in regulatory proceedings, and across the industry to build a stronger clean energy economy and move Minnesota's solar and storage industries forward.

Job Duties

The Executive Director serves as the chief executive officer of the Minnesota Solar Energy Industries Association (MnSEIA) and is responsible for the organization's strategic leadership, financial stewardship, operations, advocacy, and organizational growth. Working in partnership with the Board of Directors, the Executive Director ensures the long-term success of the association, advances the interests of its members, and leads the organization's day-to-day operations.

Responsibilities include, but are not limited to:

Executive Leadership & Governance

- Serve as the chief executive responsible for the overall leadership, management, and administration of MnSEIA.
- Develop and implement the organization's strategic plan, annual operating plan, and Board-directed initiatives.
- Partner with the Board President and Executive Committee to establish organizational priorities and prepare agendas and materials for Board and committee meetings.
- Serve as an ex officio, non-voting member of the Board of Directors while upholding the fiduciary principles of loyalty, care, and obedience in accordance with applicable law and the organization's bylaws.
- Ensure compliance with all applicable federal and state laws, nonprofit governance requirements, organizational policies, and the MnSEIA Code of Conduct.

Financial Management & Administration

- Develop, recommend, and administer the organization's annual operating budget in partnership with the Board of Directors.
- Provide ongoing financial forecasting, budget monitoring, and variance analysis to ensure the organization's long-term financial sustainability.
- Oversee all accounting, bookkeeping, financial reporting, cash management, accounts payable and receivable, payroll administration, banking relationships, and financial controls.
- Manage organizational finances, contracts, insurance, audits, tax filings, and other financial compliance requirements in coordination with external accountants and professional advisors.
- Ensure accurate financial records, timely reporting, and appropriate internal controls that safeguard organizational assets.
- Identify, develop, and diversify revenue streams, including membership dues, sponsorships, conference and event revenue, grants, fundraising initiatives, and strategic partnerships.

Advocacy, Policy & External Affairs

- Lead MnSEIA's legislative, regulatory, and legal advocacy efforts to advance the interests of Minnesota's solar and energy storage industries.
- Develop and execute legislative and regulatory strategies in partnership with staff, members, and key stakeholders.
- Serve as the primary spokesperson and public representative of MnSEIA before policymakers, regulators, industry partners, the media, and the public.
- Cultivate productive relationships with elected officials, state agencies, utilities, trade associations, coalition partners, and other stakeholders to advance the organization's mission.

Membership Growth & Industry Leadership

- Lead membership recruitment, retention, engagement, and member services to ensure exceptional value for member companies.
- Develop strategies to increase membership, sponsorship, and organizational revenue while strengthening member engagement.
- Plan and oversee conferences, educational programs, networking events, and member meetings that advance industry knowledge and foster collaboration.
- Convene industry stakeholders to address emerging challenges, promote innovation, and strengthen Minnesota's solar and energy storage marketplace.

Organizational Operations

- Oversee the day-to-day operations of the association, including contracts, technology, vendors, office administration, legal matters, records management, and organizational risk management.
- Administer the organization's human resources operations, including payroll processing, employee benefits administration, retirement plan administration, health, dental, vision, life, and disability insurance programs, paid leave tracking, and compliance with applicable employment laws and reporting requirements.
- Manage relationships with external service providers, including accountants, payroll processors, benefits brokers, retirement plan administrators, legal counsel, auditors, and insurance providers.
- Maintain and administer organizational policies, employee handbook, personnel records, and HR procedures to ensure compliance with federal and state employment regulations.
- Oversee annual insurance renewals, including general liability, directors and officers (D&O), workers' compensation, cyber liability, and other organizational insurance policies, ensuring appropriate coverage and cost-effective risk management.
- Ensure timely completion of all required organizational filings, licenses, registrations, tax documents, and corporate compliance obligations.
- Monitor organizational performance through measurable goals and key performance indicators, providing regular operational and financial updates to the Board of Directors.
- Continuously identify opportunities to improve operational efficiency, strengthen internal systems and controls, and enhance the value delivered to MnSEIA members.

Preferred Qualifications

The ideal candidate will possess many of the following qualifications:

- Bachelor's degree from an accredited college or university in Business Administration, Law, Public Policy, Energy, Political Science, Public Administration, Communications, or a related field. An advanced degree (e.g., J.D., M.P.A., M.B.A., or equivalent) is preferred.
- Demonstrated executive leadership experience managing teams, developing talent, fostering a high-performing organizational culture, and supporting employee growth and professional development.
- Proven success leading organizations, business units, or major initiatives, including strategic planning, organizational management, and execution of complex priorities.
- Experience developing and managing organizational budgets, financial planning, accounting oversight, fundraising, revenue generation, and long-term financial sustainability.
- Strong understanding of nonprofit governance, including experience working with 501(c)(3), 501(c)(4), and/or 501(c)(6) organizations, membership-based associations, or comparable mission-driven organizations.
- Demonstrated success building trusted relationships with member companies, boards of directors, policymakers, regulators, coalition partners, sponsors, and other key stakeholders.
- Exceptional written, verbal, and public speaking skills, with the ability to effectively represent the organization before members, government officials, industry leaders, the media, and the public.
- Knowledge of state government, legislative and regulatory processes, public policy development, and business administration.
- Experience leading multiple strategic initiatives, policy campaigns, or organizational priorities simultaneously while balancing competing demands and deadlines.
- Strong strategic thinking, sound judgment, political acumen, and the ability to build consensus among diverse stakeholders.
- A collaborative leadership style characterized by integrity, professionalism, accountability, and a commitment to advancing MnSEIA's mission.

Performance Expectations

The Executive Director is accountable to the MnSEIA Board of Directors for achieving the organization's strategic, financial, operational, and advocacy objectives. Performance will

be evaluated based on measurable organizational outcomes, financial stewardship, membership growth and engagement, staff leadership, implementation of Board priorities, and advancement of MnSEIA's mission. The Executive Director is expected to carry out all responsibilities with the highest standards of integrity, professionalism, legal compliance, and fiduciary responsibility.

Salary & Benefits

Salary

The salary range for this position is \$120,000–\$150,000. Final compensation will be commensurate with the candidate's experience, qualifications, and demonstrated expertise.

Benefits

Benefits may include employer-paid health, dental and vision insurance, disability, generous vacation, paid holidays, and retirement plan contributions. Flexible work hours.

To Apply

Email your resume, cover letter to info@mnseia.org with "Executive Director" in the subject line.

Timeline

The hiring timeline is flexible, with an anticipated start date in Fall 2026.

Commitment to Diversity, Equity, & Inclusion

At MnSEIA, we deeply value diversity and recognize that a successful transition to a clean energy economy must be equitable and inclusive. We are actively committed to building and sustaining an organization and industry that truly reflect the rich diversity of Minnesota. We believe that incorporating a wide range of backgrounds, perspectives, and lived experiences makes our organization stronger, more innovative, and our advocacy more effective. MnSEIA is an equal opportunity employer, and we strongly encourage individuals from all backgrounds and communities to apply.

Find out more about MnSEIA at www.mnseia.org