

# CLEARPATH

518 C St NE | Washington, DC | 20002

**Organization:** ClearPath, Inc.

**Position Title:** Executive Manager

**Location:** Washington, DC

## **Organization Overview**

ClearPath's mission is to develop and advance policies that accelerate breakthrough innovations that reduce emissions in the energy and industrial sectors. To advance that mission, we develop cutting-edge policy and messaging, educate policymakers, and collaborate with academics and industry. Started in 2014 by entrepreneur Jay Faison, ClearPath engages in the direct education of policymakers within the White House, Congress, and Executive Agencies.

ClearPath team members believe in small government, free markets, and American entrepreneurship. Those principles form the basis for how the team analyzes proposed clean energy and climate policy.

## **Job Summary**

The Executive Manager, which reports directly to the CEO and works alongside the leadership team, will manage a rapid flow of work spanning multiple projects, with the ability to toggle between big picture, long-term strategic priorities, and time sensitive details. S/he will develop materials (e.g., talking points, presentations, information materials) for the CEO; own ClearPath's major internal management (OKRs) and decision-making functions; partner and build cross-functional relationships with internal teams; and work on special projects and ad hoc requests to support project leaders and the broader ClearPath community. This job requires an excellent balance of organizational skills, interpersonal skills, and a willingness to help others.

## **Job Description**

### **Support CEO**

- Support the CEO in creating presentations materials, background briefs and talking points, congressional testimony materials, and other deliverables as needed. Ability to step in on the behalf of the CEO as needed in certain situations.
- Act as a sounding board and partner for thought leadership to the CEO for ideas and strategic matters.
- Provide high-level, quick, and in-depth analysis of policy, politics and industry trends.
- Produce consolidated reporting to the CEO, including internal documents that require coordinating data and information from around the organization, and a variety of special projects as needed.
- Manage, triage, and organize incoming and outgoing email correspondence for the CEO.
- Work closely with ClearPath Executive Assistant's to coordinate demands on the CEO's

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time and ensure the CEO is staffed appropriately.

## **Drive team management and decision-making**

- Collaborate with executive team and leadership team members to determine and prioritize business strategies and new initiatives via ClearPath's decision-making process utilizing narrative strategy memos to align the team and refine our thinking.
- Lead, support, project manage and monitor leadership team strategic priorities and special projects, including decision meetings, goal development process and vision setting, from conception to completion, collaborating closely with internal and external stakeholders as needed, and providing regular progress updates to the Team. Review and provide quality control on the written work of others seeking action by the leadership team.
- Support leadership team effectiveness through helping plan, lead, and manage meeting agendas and strategic content and resulting action items at weekly All-Hands and leadership meetings, quarterly advisory board meetings, regular board meetings, and semi-annual staff retreats.
- Maintain a pulse on organizational needs for process improvement and project management, making recommendations to the leadership team for improvements across the organization.

## **Candidate requirements**

### **Capabilities**

- **Strategic Thinking** – exhibit ability to develop and help drive a shared understanding of a long-term vision.
- **Communication** – generate a shared commitment to the organization, build morale, and encourage ownership of mission, goals, and values.
- **Managing Innovation** – create opportunities by fostering an environment open to new or radical alternatives to traditional methods, approaches, and products.
- **Business Acumen** – make sound business decisions based on a strong understanding of the company's mission, strategic goals, and relevant policies, as well as best practices in one's own discipline or functional area.
- **Fact-Based Management** – view the organization as an open system, synthesize information from diverse sources, come to conclusions, and make decisions that are rational and based on sound evidence.
- **Driving Results** – motivate individuals to achieve and exceed goals by establishing accountabilities, clarifying performance expectations, agreeing to high standards and measures, monitoring and reviewing performance, and providing timely and relevant feedback.
- **Planning and Priority Setting** – identify the priorities, processes, and practical actions that are necessary to achieve an objective or realize an idea.

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## ClearPath Values

- **Teamwork:** We empower each other to accomplish our shared mission.
- **Purpose:** We believe the principles of limited government, free markets, and fiscal responsibility are essential to achieving our mission.
- **Ownership:** We empower teammates to visibly own and achieve goals.
- **Adaptability:** We are open to new, complex ideas and test our assumptions to lead change and advance our mission.
- **Curiosity:** We have a proactive desire to learn, grow and improve ourselves, ideas and our mission in a thoughtful and focused way.
- **Credibility:** We agree that being trustworthy and believable is everything for building and maintaining influence to maximize impact.

## Qualifications

- Bachelor's degree in a relevant field required
- A minimum of five years of experience with demonstrated success in executive management and communications, nonprofit operations, and/or nonprofit corporate strategy.
- Excellent organizational, interpersonal, and written and oral communication skills, experience in grant proposal/agreement writing preferred.
- Experience with setting and managing Key Performance Indicators, Objectives/Key Results, narrative strategy document or other strategy and goal setting and project management methodologies.
- A professional and personal commitment to ClearPath's mission and values.
- Professional experience in Climate, Clean Energy, work with Capitol Hill or management consulting firms a plus.
- Ability and willingness to travel up to 25% of the time.

## Compensation & Benefits

- Competitive salary commensurate with experience
- Annual bonus, historically awarded
- Paid professional development opportunities
- Comprehensive health, dental, vision, life, and disability insurance
- Retirement Benefit offering an employer matching contribution of employee contributions \$1 for \$1 on the first 5% of pay you contribute
- No vacation policy - take what you need whenever workflow allows
- Fully stocked office kitchen in newly renovated building on Capitol Hill

**Please send resume and letter of interest to [careers@clearpath.org](mailto:careers@clearpath.org)**

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*At ClearPath, we value a diverse and inclusive workforce. We believe our team is the key to making an impact and fulfilling our mission. ClearPath is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.*