



Organizational Effectiveness Manager

Role Overview

We are a small, results-driven organization with big goals and a flat structure. Our leaders move fast, and we need a forward-thinking team member who can anticipate needs, be innovative in improving our organization's effectiveness, and be the "glue" that supports the members of our team. In this role, you will not just assist; you will own. You will toggle between high-level projects working directly with the SVP, Chief of Staff and Impact, support employee needs from onboarding to offboarding, and keep our office operations running smoothly. You will act as the critical go-to person on our team, helping our organization effectively achieve exceptional results.

Your Day-to-Day Impact

- **Drive Execution:** Take general concepts from leadership and build clear plans, driving them through to completion.
- **Wear Multiple Hats:** Seamlessly switch between operational processes, administrative and project management, and team member support.
- **Optimize Processes:** Identify internal bottlenecks and build faster, smarter ways to support the needs of team members.
- **Partner with Leadership:** Work directly with the SVP, Chief of Staff and Impact to manage organizational operations.
- **Guard Trust:** Handle highly sensitive, confidential employee and company data with the utmost integrity.

At PowerOptions, our core values define how we work:

Customer Focus | Ensures Accountability | Instills Trust | Drives Results

About PowerOptions

Established in 1998, PowerOptions is New England's largest not-for-profit, energy-buying consortium that empowers other nonprofits and public entities to reduce their carbon footprint, energy complexities and cost with our suite of offerings. PowerOptions' vision is to create a future of affordable, sustainable and reliable energy for all nonprofit. We do this by acting as a trusted advisor and resource to over 800 Member organizations across Massachusetts, Rhode Island, Maine and Connecticut. In 2025, PowerOptions launched a sister 501c3 organization, PowerOptions Connect, in order to make the clean energy

transition accessible to all nonprofits and public entities, regardless of size, budget, or resources.

What You'll Do

Operations & Administration: Support the SVP, Chief of Staff and Impact in day-to-day operational and administrative coordination of the business including filing and knowledge management systems, office operations, and serving as the primary point of contact for the outsourced administrative assistant.

Human Resources Support: Coordinate new hire onboarding and orientation, serve as the administrator for the HR Information System (Gusto), support the hiring process and serve as first point of contact for routine employee benefit, payroll, onboarding, and system questions.

Finance and Accounting Coordination: Process bank deposits and invoices, provide documentation and information to the Controller, Accountant, and Auditors.

IT Coordination: Serve as the primary contact with contracted IT support, overseeing computer network system maintenance, equipment needs and upgrades, the office phone system, and mobile phone needs.

Board Governance Support: Assist with all Board of Director operations, including scheduling of meetings, processing reimbursements, development and distribution of materials for meetings, and assisting the Clerk with the Annual Secretary of State filings.

Marketing & Events: Support the Marketing team on trade show and marketing logistics

Internship Program: Oversee the PowerOptions internship program, collecting and distributing resumes, responding to applicants, and preparing required documentation to secure reimbursement from the Massachusetts Clean Energy Center.

Organizational Effectiveness: Develop and management processes and procedures to support collaboration, curiosity and effective operations in the organization; Seek areas for improvement and innovation to make the overall business run smoothly and support growth; Coordinate and administer staff training programs.

What You Bring

While no candidate will embody all qualifications, the ideal candidate will possess the following:

- 2+ years of business operations or organizational effectiveness experience
- 2+ years of project and change management expertise
- Experience working with third-party stakeholders
- Demonstrated analytical and logic skills with a focus on problem solving

- Familiarity with business and financial principles
- Excellent communication skills, both verbal and written
- Technically proficient in all aspects of Microsoft office, especially Excel
- Experience with Customer Relationship Management systems (CRMs); Salesforce, Gusto, MCAE and QuickBooks, preferred
- Ability to operate collaboratively in a remote working environment across standard tools and systems (Office365, Teams, Zoom)

Requires a willingness to work a flexible schedule. Some travel within New England may be required. PowerOptions works in a hybrid office environment with at least one in-office day per week.

Commitment to Diversity

PowerOptions was founded to serve the needs of under-resourced communities and is a proud woman-led nonprofit organization. We are committed to equity and inclusion, both in our work to promote energy justice and in our growth as an organization and industry leader. We seek to build a diverse team that reflects a wide range of perspectives and provides opportunities for marginalized communities within the energy sector.

PowerOptions is an equal opportunity employer. We hire, train, compensate, and promote without regard to race, religion, gender identity or expression, sexual orientation, disability, age, national origin, genetics, veteran status, or any other characteristic that makes each of us unique.

Salary Range

The salary range for this position is **\$75,000–\$85,000**, commensurate with experience.

How to Apply

Join us in making a difference—apply today. Please send a cover letter and current resume, along with a link to your LinkedIn profile, to **jobs@poweroptions.org** with the subject line **“Organizational Effectiveness Manager.”** Complete applications must include both a resume and cover letter. Applications will be reviewed on a rolling basis until the position is filled.

PowerOptions is unable to sponsor an employment visa at this time.

E-Verify

PowerOptions participates in the federal E-Verify program. For more information, visit www.e-verify.gov.