



**Position Title:** Vice President of Energy Supply & Corporate Secretary

**Reports To:** Chief Executive Officer

**FLSA Status:** Full-Time (Exempt)

**Date:** August 2023

### **JOB SUMMARY:**

The position shall oversee the electric and gas supply functions, public affairs and marketing of all utilities. The Corporate Secretary will assist and provide proactive and experienced support and leadership on all matters related to corporate functions for a U.S. private corporation.

### **Supervisory Responsibilities:**

- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Manages discipline of employees in accordance with company policy

### **Corporate Secretary Responsibilities 20%**

- Manage all board and committee meeting logistics (including virtual/hybrid), attend and record minutes of all board and committee meetings; facilitate board communications and materials in conjunction with CEO and CFO.
- Advise the board on its roles and responsibilities in conjunction with corporate counsel.
- Maintain key corporate documents and records.
- Partner with HR & Finance for compensation decisions and annual comp analysis.
- Review, maintain, and recommend changes to board committee charters and other governance documents and maintain investor relations website related to corporate governance as applicable.
- Responsible for subsidiary meetings and governance.
- Liaison between the board and officers, oversee research as requested, and communication.
- Manage PAPUC Management Audit.
- Write content for various executive, board, or governance needs.
- Implement Board of Directors directives.
- Work with CEO and other executives to coordinate planning and establish priorities for the planning process.

### **Duties/Responsibilities**

- Collaborates with executive leadership to develop and meet CEC goals while supplying expertise and guidance on gas and electric supply.

# Corning Energy Corporation

- Collaborates with other divisions and departments to carry out organizations marketing, sales, and business development goals.
- Ensures that departmental decisions and projects plans such as those for staffing, development, organization, material efficiency, hardware acquisition, and facilities are in line with the organizations business plan vision.
- Establishes, communicates, and implements operations-related policies, practices, standards, and security measures to ensure effective and consistent support and execution.
- Reviews and approves cost-control reports, cost estimates, and staffing requirements for projects.
- Establishes and administers the department's budget.
- Presents periodic performance reports and metrics to the chief executive officer and other leadership.

## **Energy Supply Responsibilities 60%**

### **Develop and Maintain Strategic Alliances**

- Manage IDA/Planning Board/Government relationships.
- Manage gas & electric supplier relationships.
- Manager transportation customer relationships

### **Evaluate Key Strategic Business Opportunities**

- Investigate new local gas & electric supply opportunities.
- Support utility system growth via supply

### **Consult and Support Various Corporate Initiatives**

- Assist in development of process and policy development.
- Assist in development of corporate documentation.
- Provide historical perspective and support to operations department.
- Identifies opportunities for expansion into new energy related product areas.
- Directs the identification of new market segment that will benefit from natural gas or electric service.
- Directs the preparation of new effective advertising campaigns based on market research.
- Collaborates with senior executives to develop growth plans for the organization.
- Forecasts, drafts, implements, and oversees the departments operating budget.
- Completes special projects as assigned.

## **Public Affairs 20%**

- Draft, edit, or assist in any press releases and implement release wire as needed.
- Manage corporate public relations and social media.



- Directs and implements the organization advertising and promotional activities.
- Analyzes target market information to identify and recommend effective marketing approaches.

#### **Financial Accountability (with CEO)**

- Ensure work is completed in a timely and economical fashion.
- Review budgets
- Ensure regulatory compliance.

#### **Physical Location and Safety**

- Ensure equipment is maintained in safe and clean conditions.
- Be aware of and comply with contract requirements and customers' needs such as security and safety.

#### **Additional Functions**

- Serve on pension committee and others as appropriate.
- Maintain professional memberships (including leadership roles), i.e., IRWA, NGA, AGA, Chambers of Commerce.
- Public Affairs oversight

#### **Knowledge, Skills, and Abilities:**

- The person in this position exhibits conscientiousness, dedication, self-discipline, and a sense of responsibility
- The person in this position must have the ability to work independently, take initiative, and prioritize multiple assignments with attention to detail and deadlines in a fast-paced environment.
- The person in this position must have the ability to establish effective relationships and work in a team environment to meet team and Corning Energy Corporation goals.
- The person in this position must have a thorough understanding of CEC process, procedures, and policies.
- The person in this position is able to manage, coordinate and make decisions proactively and efficiently.
- This position requires the ability to exhibit poise, clarity, and self-control in stressful, ambiguous or emotionally demanding situations.
- Excellent written and verbal communication skills.
- Demonstrated analytical, problem-solving, statistical, and mathematical skills required.
- Ability to work with tight deadlines required.
- Must possess strong multi-tasking and organizational skills.
- Proficiency with Office 365 applications, such as Excel, Word, PowerPoint



- Must be able to work within a team environment.
- Strong communications and interpersonal skills required.
- Experience with gas and electric utilities and knowledge of utility operations
- Knowledge of Geographic Information Systems (“GIS”)
- Knowledge of Interstate and intrastate pipeline and gathering networks within CEC utility service territories

### **Education and Experience:**

- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Bachelor’s degree in business administration, Logistics, Engineering, Telecommunications, Computer science or other industry related field required.
- At least 10 years of industry-related experience including three years in upper management required.
- At least 10 years’ experience in computer science

### **Competencies**

- Ethical Conduct
- Time Management
- Organizational Skills
- Energy Supply Management
- Public Affairs and Customer Affairs Management
- Personal effectiveness/Credibility

### **WORK ENVIRONMENT**

This job operates in a professional office environment.

### **POSITION TYPE AND ANTICIPATED HOURS**

This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Hours can vary based on the needs and schedule of the Corning Energy Corporation.



**Authority and Accountability:**

**People:** This position has direct supervision

**Operations:** This position is responsibilities for daily operations at the CEC utilities

**Budget:** This position has direct budgetary responsibilities

*Nothing in this job description restricts management's right to assign duties and responsibilities to this job at any time. All employees are employees "at will"*

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Manager

\_\_\_\_\_  
Date

Corning Energy Corporation is an Equal Opportunity Employer and does not discriminate based on race, color, sex, religion, national origin, age, disability, wages, or genetic information.

I accept the position as outlined above and have read and understand the above job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date