

Cape Light Compact

Chief Administrative Officer



Position Statement

Cape Light Compact Joint Powers Entity (Compact) is a nationally recognized award-winning energy services organization operated by the 21 towns on Cape Cod and Martha's Vineyard and Dukes County. The Compact's mission is to serve its more than 210,000 customers through the delivery of proven energy efficiency programs, effective consumer advocacy and procurement of all competitive electricity supply, including varying degrees of renewable components.

The Compact is seeking an experienced and innovative Chief Administrative Officer to lead the organization into the future as well as to manage, coach, and support the 18-member team. The current Chief Administrative Officer is retiring following a successful 29-year tenure. The position reports to a 22-member Governing Board.



Cape Light Compact was formed in 1997 to advance the interests of consumers in the newly restructured electric industry. The [1997 Massachusetts Restructuring Act](#) enabled towns and cities to establish municipal aggregators like Cape Light Compact that could purchase electricity supply on behalf of all customers on the Cape and Vineyard on an opt-out basis and implement energy efficiency programs instead of the electric distribution company, ensuring that funds collected from Cape and Vineyard residents and businesses are reinvested in Cape and Vineyard residents and businesses.

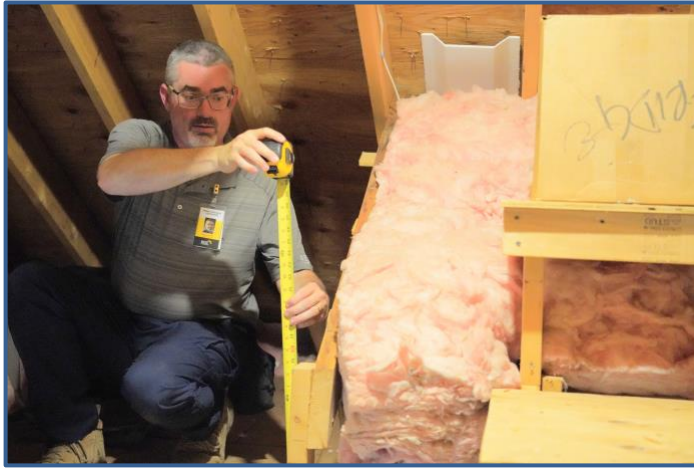
The Compact serves approximately 210,000 consumers on Cape Cod and Martha's Vineyard. Each town and Duke's County has a representative and alternate on the Compact's Governing Board to represent each member's interest. The [Cape Light Compact](#) has been seen as a model for community choice aggregation programs across New England and nationally.

Annual Salary: \$156,000 - \$202,800 DOQ. The successful candidate will receive an attractive compensation package, commensurate with qualifications and experience.



History

The Compact was initially formed in 1997 as a Municipal Aggregator pursuant to G.L. C 164 Section 134 through Town Meeting and Town Council votes of each of the 21 member towns. As a municipal aggregator



with an operational electricity supply program, the Compact may also implement an energy efficiency plan. The Compact reorganized in 2017 under the Massachusetts Act Modernizing Municipal Government and Finance as a Joint Powers Entity, pursuant G.L.C.40 Section 4A 1/2. This is a unique form of regional government in Massachusetts. The Compact's governing document is a Joint Powers Agreement that sets forth the powers and purposes of the organization, and may be amended from time to time by the Compact members or Governing Board.

Initiatives

It is expected that there will be many challenges in the energy field as markets and technologies and state and federal policies continue to evolve. As a highly regulated entity the Compact's initiatives and funding for the Compact's programs may be affected by this policy evolution. The Compact member towns and county have an opportunity to advance the energy sustainability of the Cape and Vineyard through energy efficiency, electricity supply, and renewable energy programs. The Compact plans to continue to participate in the development of SmartGrid and microgrid technologies and work to shape the region's energy future to benefit consumers and the environment.



Some of the Compact's other ongoing and future efforts include:

- Assisting member communities with energy-related functions and issues.
- Implementation of the Massachusetts 2025-2027 Energy Efficiency and Decarbonization Plan.
- Continued customer education, guidance, and advocacy.
- Pursuit of state and federal funding for renewable energy grants.
- Supporting equitable services.
- Robust marketing of program offerings, including outreach and community relations building.



The Position

The Cape Light Compact Chief Administrative Officer serves as the chief administrative and operating officer and supervises, directs, and is responsible for the efficient administration of the business of the Cape Light Compact JPE (Compact). In addition to energy services, it is critical that the CAO understand state and municipal government structures and processes. The CAO must be deliberate in maintaining communications with state agencies, member communities and their municipal managers. The CAO must be a superior communicator, leader, and manager, with demonstrated organizational, fiscal, and operational abilities.

Key roles and responsibilities of the Chief Administrative Officer include:

- Managing and implementing the Massachusetts Three-Year Energy Efficiency and Decarbonization Plan.
- Implementing the goals and carrying out the policies of the Compact Governing Board.
- Maintaining the complete and full records, reports, and filings associated with the financial and administrative activity of the Compact.
- Planning and directing all administrative and operational functions of the Compact consistent with the budgets approved by the Massachusetts Department of Public Utilities and/or the Governing Board.
- Managing the hiring process, supervising and directing the work of all staff consistent with budgets and strategic goals approved by the Massachusetts Department of Public Utilities and the Governing Board.
- Consulting and advising the Governing Board as to the business, operational, and strategic concerns of the Compact, including fiscal affairs, legal and operational issues, and major program initiatives.
- Regularly attending all Governing Board meetings and answering all questions addressed to the Chief Administrative Officer.
- Managing the Compact's legal affairs, including directing the Compact's participation in regulatory and judicial proceedings, consistent with relevant budgets approved by the Governing Board.
- Serves as the Compact's Chief Procurement Officer. Negotiating and executing contracts for electricity supply procurement, renewable energy certificates, energy efficiency contracts, contracts for professional services and legal services in order to achieve the strategic goals and business purposes of the Governing Board.
- Perform such other duties as may be directed by the Governing Board from time to time, or as may be necessary or advisable to fulfill the Compact's objectives.

Important Links:

- [Cape Light Compact](#)
- [Governing Documents](#)
- [Joint Powers Agreement](#)
- [Cape Light Compact's Governing Board](#)
- [Cape Light Compact's Staff](#)
- [Cape Light Compact Overview & History](#)
- [Financial Reports & Other Documents](#)
- [Energy Efficiency](#)
- [Consumer Advocacy](#)
- [Power Supply](#)
- [Cape Light Compact YouTube Channel](#)



The Ideal Candidate

- Holds a master's degree in public or business administration, a related engineering discipline, or a related field, and 8-10 years of related experience; or any equivalent combination of education training, certification, and experience, of which five should be in a supervisory capacity.
- Has extensive knowledge of the purposes and responsibilities of Massachusetts energy efficiency and decarbonization programs. Thorough knowledge of the Cape Light Compact and role of municipal aggregators under the Massachusetts Restructuring Law.
- Has knowledge of state and federal energy laws and regulations as they relate to the above specialties and energy services in general.
- Has a superior understanding of municipal government structures and processes.
- Exhibits superior management and organizational skills; and superior communication skills, both oral and written.
- Has the ability to manage a complex variety of services and functions. Ability to interpret technical and scientific information and translate for public officials and the general public to guide informed decision making.
- Has the ability to plan, organize, analyze problems, formulate recommendations, and prepare reports.
- Has the ability to establish and maintain effective working relationships with a variety of public and private groups including local, state, and federal elected officials; politically savvy. Has superior skills in building trust-based relationships.
- Has the ability to prepare and administer budgets and to prepare financial reports.
- Demonstrates excellent analytical, organizational, and negotiation skills, resourcefulness, and discretion.
- Holds a valid Massachusetts motor vehicle operator's license.

How To Apply

Position is open until filled. For a guaranteed review of application materials, send cover letter and resumé via email, in a single PDF, by **October XX**, 2025, 3:00 p.m., EST to:

Apply@communityparadigm.com

**Subject: Cape Light Compact
Chief Administrative Officer**

Candidates selected for final interviews with the Governing Board will be interviewed in public session.

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
BLynch@communityparadigm.com

Cape Light Compact JPE is an Equal Opportunity and Affirmative Action Employer.

