

**VICE PRESIDENT, HUMAN RESOURCES  
NORTHERN VIRGINIA ELECTRIC COOPERATIVE (NOVEC)  
MANASSAS, VIRGINIA**

The Vice President of Human Resources is an executive-level position responsible for overall leadership, strategic direction, and management of human resources. The Vice President is responsible to lead the vision, development, and execution of talent and culture management initiatives aimed at recruiting, onboarding, retention, and professional growth of NOVEC's team members. In addition, the Vice President of Human Resources will lead compensation, benefits, labor relations, succession planning, training, strategic planning, and leadership development efforts. The role reports to the President/CEO and works with the executive and management teams to ensure the development and advancement of an empowered, value-driven, diverse, and inclusive workplace culture. He or she manages a team comprised of six individuals and will assess the need for additional talent to ensure human resources functions as a strategic partner in meeting NOVEC's increasing demands for leadership/employee development, succession planning, strategic staffing, and organization development.

The Northern Virginia Electric Cooperative (NOVEC) workforce consists of 628 full time employees and contractors working from six office locations. Full time employees consist of 150 professional and executive positions and 227 union employees represented by the International Brotherhood of Electrical Workers. Contractor positions include 155 field workers and 51 office workers. Total NOVEC employee payroll is approximately \$37 million. NOVEC serves approximately 178,000 meters with a system demand of approximately 1,500 MWs across a service territory of 650-square-miles in Northern Virginia.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
  - Provides support and guidance to HR generalists, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
  - Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
  - Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
  - Responsible to develop, maintain and grow a diversity, equity, and inclusion (DEI) culture in the workforce, with leadership and with external entities.
  - Creates learning and development programs and initiatives that provide internal development opportunities for employees.
  - Responsible for managing and tracking succession management and leadership development programs.
  - Leads bargaining unit relationship and oversight of IBEW labor agreement.
  - Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
-



- 
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
  - Provides oversight of an HRMS system to track employee qualifications, certifications, etc.
  - Communicates with internal and external entities to ensure understanding and achievement of organization goals and standards; provide the highest level of service to internal customers; exchange information and ideas for improvements in human relations and in the organization; coordinate customer service activities, plans, and requirements.
  - Participate in leadership-level meetings and activities to develop and implement strategies and plans; monitor the progress of strategies and programs; confer on mutual issues; exchange ideas and share in the determination and formulation of strategies. Communicate management-level information across departments and serve as a member of executive task forces on special studies or projects.
  - Provide the highest level of quality customer service to external NOVEC customers through various forms of communication as well as proactive and professional relationships with customers, the business community, and the general public. Represent and promote NOVEC through participation in related associations, task forces, and focus groups.

#### **REQUIREMENTS, SKILLS AND ABILITIES**

A Bachelor's degree in Human Relations, Organizational Development, or a similar field from an accredited institution is required. A Master's degree or MBA degree in Organizational Management and SHRM or other professional certification is strongly desired. Fully qualified candidates will possess a minimum of fifteen years of directly related and proven experience in human resources or organizational development with at least five years of management experience. Leadership and corporate strategy planning and implementation abilities are also required. NOVEC seeks HR leaders with the following skills and abilities:

- 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.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

#### **NORTHERN VIRGINIA ELECTRIC COOPERATIVE (NOVEC)**

NOVEC, headquartered in Manassas, Virginia, is one of the largest electric distribution cooperatives in the country with annual combined operating revenue and patronage capital over \$660 million, and total assets over \$1 billion. The Cooperative has grown from serving approximately 38,000 meters in 1983 to 178,000 today and continues to connect an average of 2,000 new services annually. The majority of NOVEC's customers are residential and small commercial, however the Cooperative provides electric service to numerous large data center customers such as Amazon Web Services, Google and Microsoft, multiple large commercial

retailers such as Potomac Mills Outlet Mall, NOAA's Mount Weather Facility, Vulcan Materials Company, Verizon, AT&T, Doane Food Products, Treasure Chest Advertising, several Luck Stone Corporation quarry locations. NOVEC anticipates aggressive load growth and the need for related capacity and system improvements over the next decade to meet the needs of incoming data centers.

NOVEC is a supply and distribution electric cooperative that purchases wholesale power through a combination of bilateral contracts and market purchases within the [PJM marketplace](#). NOVEC's transmission provider is Dominion Energy. PJM coordinates the movement of wholesale electricity in 13 states and the District of Columbia. NOVEC also owns and operates a biomass generating station. NOVEC's long-term energy strategy is to deliver to its customers a locally controlled energy supply that is reliable, environmentally responsible, and competitively priced.

In 2007, NOVEC launched the Polaris Mobile Workforce Management System to improve field-work efficiency. Today, NOVEC uses mobile workforce technology for tasks including responding to power outages and other power-related problems; maintenance work; street-light repairs; material reporting; and automatic vehicle location.

In 2013, NOVEC completed a \$10 million smart-grid project, growing their fiber-optic network and adding other digital devices to enhance substation monitoring and control, remote-controlled switching devices on distribution lines, enhanced cybersecurity infrastructure, and is currently deploying Automated Metering Infrastructure (AMI). NOVEC leases excess fiber, where available, to other companies or agencies that operate commercial telecommunication businesses. [NOVEC Solutions](#) (NS), a wholly owned NOVEC subsidiary, is one company that leases the fiber-optic network. NOVEC's other affiliated subsidiary, NOVEC Energy Solutions, provides customers with a network of services they can trust including home repair and replacement services, natural gas, solar installation, HVAC assistance, water heaters, and emergency backup generators.

NOVEC's service reliability is the best in the region with a 99.99% average system reliability and safety is always a top priority, involving all staff, with emphasis on field employees and line workers.

NOVEC's member-owners elect a seven-member Board of Directors which governs all Cooperative business affairs.





## MANASSAS, VIRGINIA

Manassas is situated in Prince William County, located approximately 35 miles southwest of Washington, DC. It is bounded on the north by Fairfax and Loudoun Counties, on the east by the Potomac River (Maryland), Bull Run and Occoquan rivers, on the south by Stafford County, and on the west by Fauquier County. Prince William County is home to the Quantico Marine Corps Base, Manassas National Battlefield Park, and Prince William Forest Park. Manassas offers access to all amenities of a large metropolitan city with a small-town atmosphere including a variety of housing opportunities, cultural and recreational experiences, and quaint specialty shops in Old Town. The city-owned regional airport and the Gateway Business Park are both near a Virginia Rail Express station.

The cost of housing in Manassas is estimated at 157% of the national average, with a median home cost of \$458,100.

Helpful links:

<https://www.novec.com/>

[https://www.novec.com/About\\_NOVEC/upload/AR-2022-FINAL-compressed.pdf](https://www.novec.com/About_NOVEC/upload/AR-2022-FINAL-compressed.pdf)

<https://www.manassasva.gov/>

<https://www.visitpwc.com/plan-your-trip/neighborhoods/manassas/>

## COMPENSATION AND BENEFITS

In addition to a competitive base salary, NOVEC offers a full complement of benefits. A summary is available upon request.

## TO APPLY

Interested candidates should submit resumes and cover letters, no later than **March 20, 2023**, to:

Joyce Ann Gallo  
Senior Recruiter  
Mycoff Fry Partners LLC  
(800) 525-9082  
[jgallo@mfpllc.us](mailto:jgallo@mfpllc.us)

**Values**  
-----  
Integrity • Accountability • Safety • Teamwork • Excellence

<b>Vision</b> ----- Respected as the best performing electric energy provider	<b>Mission</b> ----- Creating value for members, employees, and communities by providing safe, reliable electricity and quality products at competitive prices
---	--

**Corporate Priorities**  
-----

✓ Service Value	✓ Environmental Stewardship
✓ Financial Strength	✓ Legislative and Regulatory Relationships
✓ Skilled and Engaged Workforce	✓ Community Investment
✓ Reputation	