

Name: **Chief Operating Officer (COO)**

Position: Full-time ARCHES employee

Location: Program is California state-wide with headquarters in Irvine, California

Hybrid

A portion of the role may be accomplished remotely/virtually

Organization:

The Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES) has been formed to actualize California's vision to produce and deploy renewable, clean hydrogen at scale across multiple sectors. This actualization will realize a self-sustainable marketplace and ecosystem while reducing local air pollution in the most challenging heavy-duty sectors in the most disadvantaged communities and providing strong community benefits for all.

ARCHES H2 LLC is a public-private nonprofit corporation founded by the CA Governor's Office of Business and Economic Development, the University of California system, The State Building and Construction Trades Council of California, and the Renewables 100 Policy Institute, working in partnership with utilities and private large and small businesses.

The U.S. Department of Energy (DOE) is providing the initial funding to the ARCHES organization (up to \$1.2 billion over the multiple year life of the award). A significant local match in funding is required, yet the DOE leadership requires that a very prescribed set of requirements be met. These prescribed requirements range from how the program is organized, how projects within the program are implemented, and how information and progress is reported.

COO Role Description:

As the name of the role implies, the COO is responsible for the day-to-day operations and business processes of the ARCHES H2 LLC including but not limited to human resources, communication and information management, and administration.

The COO also extends into guiding and supporting the development, implementation, and the execution of the functions that are part of the PMO.

Reporting Structure:

The COO will report directly to the Chief Executive Officer (CEO).

COO Specific Responsibilities:

- Senior executive accountable for delivering the operational components of the ARCHES strategy to the satisfaction of the ARCHES board, the ARCHES CEO, the DOE requirements, and all federal, state, and local policy/regulatory requirements
- Leads ARCHES day-to-day operations, managing resources and coordinating across program functions
- Accountable for organizational commitments required by DOE compliance including determining resource needs and the timing of engaging those resources
- Serves as the chief negotiator with DOE and partners
- Provides approval for all DOE submissions
- Establishes and approves ARCHES operational processes and procedures to support effective and efficient delivery practices
- Responsible for program level contract management, cyber security, and GIS functionality
- Accountable for issue resolution, arbiter of operational level conflicts, resolving escalated issues in a timely manner and further escalating issues when appropriate
- Executive sponsor for advisory committees, assuring advisory committees are populated with appropriate representation, identifies needs, guides direction, and leads development and implementation of associated advisory committee(s)
- Upholds the culture and behavioral expectations of the ARCHES organization

Experience/Education Requirements:

- Ability to promote team-oriented work practices as an inclusive leader
- Has proven track record of strong data analysis and organizational problem-solving
- Brings experience and knowledge with operational development and execution
- Adept at interpersonal relationship building, conflict resolution, and leading diverse teams
- Has experience with federal government programs

Authorities:

- Represents ARCHES to all external stakeholders in the realm of functional application across the entire program
- Is the primary and concluding voice in the development and delivery of the functional program and project delivery throughout the ARCHES governance structure
- Direct supervisor of program functions including procurement, contracts, cyber security, GIS, and data management

Unique Application:

The uniqueness of this ARCHES organization and the associated program is difficult to overstate. The effort is a combination of furthering the development and maturity of a newly formed LLC organization at the same time as establishing programmatic functionality for the program guided by prescribed federal government requirements. Secondly, the projects within the program are being delivered by wholly separate partners that require the structure and continuity and funding associated with the program but will have their own methods of delivery. Finally, the entire premise of the LLC and associated program is to establish an entirely new

marketplace with an associated supply chain in hydrogen. The COO role will be extremely influential in the success of the ARCHES H2 LLC and program.