



## **PowerOptions – Energy Advisory Program Manager**

### **About PowerOptions:**

Established in 1998, PowerOptions is New England's largest energy consortium in New England, with more than 470 nonprofit and public sector members. As a nonprofit ourselves, our mission is to save our members time and money, so they can focus resources on pursuing their own important missions in their communities. We are a deeply committed team, passionate about our mission, that is constantly innovating new energy solutions and exploring new business models to expand our ability to serve all our Members' energy needs, including energy sustainability. As a Member of the PowerOptions team, all staff are customer-focused, drive results, ensure accountability, and instill trust across their team and with our Members.

### **Job Description Summary:**

PowerOptions is seeking a motivated self-starter with both a technical background and excellent customer-facing skills to drive the development, promotion and delivery of a newly created service area, Energy Advisory and Data Analytics. PowerOptions is launching this new service area in direct response to our Members' expressed needs for support in a range of energy advisory areas, including strategic energy and sustainability planning, energy data analysis and reporting, and participation in an offsite renewable energy power purchase agreement. Leveraging the power of the consortium, the EA Program Manager will lead the development of templated tools and deliverables that will provide cost-effective, efficient delivery of results to our Members. The position will also serve as the front-line staff person cultivating Member participation in these services and must be comfortable with achieving performance goals for deployment and Member participation. The EA Program Manager will have the technical acumen and experience to both communicate and deliver this service area to a wide-ranging audience – from Energy Managers to Sustainability Directors to CFOs. The EA Program Manager will participate in the hiring of an Energy Data Analyst that will support this new product service area in particular, as well as other PowerOptions programs.

The EA Program Manager will work closely with the Executive Vice-President on the development and delivery of these new services.

### **Primary Responsibilities and Tasks Include:**

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

- Establishing and building relationships with Members and potential new Members
- Identifying new opportunities for Member participation and constantly develop and manage a pipeline of Member and prospective Member participation
- Meeting annual goals to create a viable, self-sustaining business center over the next 5 years
- Developing and presenting program presentations to spur project activity



- Designing a package of collateral for this new service area in collaboration with the Marketing Team and for use by the full PowerOptions Team when interfacing with Members
- Working with Members on all phases of their strategic energy management and energy sustainability planning and implementation, including analyzing Member energy data, establishing goals and developing strategies, developing written action plans with timelines, delivering energy advisory and data analytics services in support of the plan, and tracking performance.
- Be active in the delivery of services (we are looking for team players who roll up their sleeves and work with teams, not people who just want to 'direct')
- Continuously build one's own and the team's technical expertise in energy advisory services
- Stay up to date on topics relevant to Members, particularly related to energy sustainability and strategic energy management
- Input and maintain all required information in Salesforce

### **Required Qualifications and Skills**

#### **Education, Work Experience, and Knowledge**

- A Bachelor's degree in a technical field (e.g., science or engineering or related)
  - Master's degree preferred in business, science, public policy or related field.
  - Minimum of 7 years related professional experience.
- Demonstrated track-record of designing, selling, and delivering top-quality energy products and services to customers
- Experience in business development including identifying client needs, writing project proposals (tasks, timing, staffing, budgeting), and nurturing professional networks
- Experience in meeting business development goals
- An understanding of building system performance with a strong background and understanding of the codes, regulations, and incentives driving energy efficiency and sustainability in Massachusetts, CT, and RI.
- Knowledge of energy consuming equipment and their performance and related energy efficiency measures - e.g, lighting, HVAC, hot water systems, centralized heating and cooling plants, insulation
- Experience creating and implementing strategic energy management plans, including energy sustainability plans, and performing detailed energy savings analysis and greenhouse gas emissions accounting
- Experience facilitating development of energy-related goals for organizations with a diverse set of stakeholders
- Technologically proficient in all aspects of Microsoft Office
- Experience with Customer Relationship Management systems (CRMs); Salesforce and HubSpot preferred
- Ability to operate collaboratively in a remote working environment across standard tools/ systems (Office365, Teams, Zoom)



### **Project Management**

- Exceptionally organized with ability to deliver on multiple client projects simultaneously, including managing timelines, staff, and deliverables
- Strong technical report writing and proposal development skills.
- Ability to multitask and work under and meet tight deadlines
- An ability to move forward with delivery of services that are still evolving and in development
- Fast learner, nimble and ability to be resilient and adapt quickly in a constantly changing environment
- Strong analytical skills with an aptitude for detailed analysis as well as thinking broadly across several focus areas and drawing sensible conclusions that results in an optimized solution with well-organized, customer-friendly deliverables
- Experience working with, managing, tracking, and maintaining large volumes of data

### **Communication, Sales and Interpersonal**

- Highly mission-oriented and a commitment to an equitable and just economy
- Ability to represent PowerOptions with utmost professionalism and to cultivate fruitful relationships with internal and external stakeholders
- Highly collaborative and team-oriented; willing to collaborate on continuous improvement of services and operations year after year
- Outstanding customer service skills; excellent oral and written communication skills with ability to deliver engaging presentations to an audience with a varied understanding of content
- Outstanding ability to listen to customer needs and to persuade Members and potential Members of the advantages of working with PowerOptions to meet those needs.
- Ability to demonstrate PowerOptions' core competencies of customer-focused orientation, track record of driving results and accountability, and instilling trust from customers and colleagues.

### **How to Apply**

Applications will be reviewed as they are received. Applying early is recommended. Applications will be accepted up to August 31<sup>st</sup>, 2021. Complete applications must include a cover letter and a current resume.

Send your application to: [jobs@poweroptions.org](mailto:jobs@poweroptions.org) with the subject heading **Energy Advisory Program Manager**.

PowerOptions is committed to creating a diverse team and is proud to be an equal opportunity employer. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of



sex (including pregnancy, childbirth, and related medical conditions), race, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, age (40 and older), sexual orientation, gender identity, AIDS/HIV status, arrest and conviction information, status as a registered qualifying medical marijuana patient or registered primary caregiver, admission to a mental facility, military service, veteran status, or any other status protected by federal, state, or local laws. We are dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.