



Title: Energy Sustainability Project Manager

Term: Full-Time

Location: Boston, MA - Hybrid

About PowerOptions:

Established in 1998, **PowerOptions** is New England’s largest not-for-profit, energy-buying consortium that empowers other nonprofits and public entities to reduce the cost, carbon footprint, energy complexity of their energy use and procurement. PowerOptions’ vision is to create a future of affordable, sustainable, and reliable energy for all nonprofits and municipalities. PowerOptions does this by acting as a trusted advisor and resource to our over 500 Member organizations across Massachusetts, Rhode Island and Connecticut.

PowerOptions brings our Members a comprehensive suite of offerings to meet their energy and decarbonization needs including, but not limited to:

- Electricity and natural gas supply (Commodity)
- Cleaner energy supply, like solar and wind
- Electric transportation equipment and services
- Energy efficiency projects and roadmaps
- Energy sustainability planning, advising, and implementation

As a nonprofit ourselves, we are a mission-driven and deeply committed team that is passionate about meeting our Members’ energy sustainability needs. Our Members, in turn, can focus more on their missions and communities, which often include supporting low-income and disadvantaged populations.

Position Overview:

PowerOptions is seeking a motivated self-starter with both a technical background and excellent customer-facing skills to drive the delivery of our Energy Sustainability and Analytics (ESA) program. PowerOptions launched this service area three years ago 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. The Project 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 Project Manager will work closely with the ESA Program Manager and ESA Analyst team on the development and delivery of these services.

Responsibilities:

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.



- 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.
- Manage implementation of ESA contracts, including project management and delivery of analysis, including serving client needs, overseeing delivery of deliverables and meeting project timelines
- Support the Program Manager with management of project work across a team of analysts to ensure deliverables are shared with Members on time and are of a high quality.
- Analyze energy, building, utility, and fleet data of Members to analyze opportunities and drive savings for Members from energy purchasing, solar and other renewable energy, heat pumps, energy storage, energy efficiency, electric vehicle (EV) charging and other new technologies
- 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
- Establish, build, and maintain relationships with Members
- Provide support with writing and submitting proposals in response to RFPs published by Members and 3rd parties

Qualifications and Experience

While no candidate will embody all qualifications, the ideal candidate will possess the following:

- A Bachelor's degree in a technical field (e.g., science or engineering or related)
 - Master's degree in business, science, public policy or related field.
 - Or an equivalent combination of relevant work experience, training and education.
- Minimum of 5 years related professional experience, preferably with consulting experience.
- An understanding of building decarbonization, transportation electrification, and regulations, and incentives driving energy efficiency and sustainability across New England.
- 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, heat pumps
- Experience developing strategic energy management plans, including energy sustainability plans, greenhouse gas inventories, climate action plans, and performing detailed energy savings analysis and greenhouse gas emissions accounting
- Exceptionally organized with ability to deliver on multiple client projects simultaneously, including managing timelines, staff, and deliverables; ability to multitask and work under and meet tight deadlines
- Strong technical report writing and proposal development skills.



- 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 with energy data analytics in tools such as PowerBI or Tableau.
- Experience working with, managing, tracking, and maintaining large volumes of data
- 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 explain to Members and potential Members the advantages of working with PowerOptions to meet those needs.
- Ability to demonstrate PowerOptions' core values of customer-focused orientation, track record of driving results and accountability, and instilling trust from customers and colleagues.
- Technologically proficient in all aspects of Microsoft Office
- Experience with Customer Relationship Management systems (CRMs); Salesforce preferred
- Ability to operate collaboratively in a hybrid working environment across standard tools/systems (Office365, Teams, Zoom)

Benefits:

- Competitive and equitable salary and performance incentive compensation
- Robust health & dental coverage with high deductible reimbursement
- Plentiful PTO
- Generous 401k/IRA retirement plan employer contributions
- Paid parental leave
- Professional development annual stipend
- Work with passionate, collaborative, dedicated and supportive coworkers
- Regular outings and team events
- Rewarding mission-driven work
- Hybrid work environment, in Boston office at least one day per week

Commitment to Diversity:

PowerOptions was founded in order to serve the needs of under-resourced communities and is proud to be a woman-run small non-profit organization. We are committed to equity and inclusion, not just in the work we do in fostering energy justice, but in how we grow as an organization and as an industry. We seek to have a diverse team to ensure we incorporate all perspectives, while offering opportunities for marginalized communities in the energy industry.



PowerOptions is an equal opportunity employer. We hire, train, compensate, and promote without regard to race, religion, gender identity or expression, sexual orientation, disability, age, national origin, genetics, veteran status, or any of the other characteristics that give each of us a unique perspective and capacities.

How to Apply:

Join us to be a part of an organization dedicated to advancing energy solutions while fostering a collaborative and rewarding workplace. Your expertise will help shape the future of energy, sustainability and analytics for our members and drive positive change across the region.

To apply, please send a cover letter and a current resume with a link to your LinkedIn profile to jobs@poweroptions.org with the subject heading “Energy Sustainability Project Management Lead.”

Complete applications must include both a resume and cover letter. Job posting will remain open until filled and applications will be reviewed as they are received.

PowerOptions is unable to sponsor an employment visa at this time.

E-Verify

PowerOptions participates in the federal E-Verify program. For information on E-Verify, visit www.e-verify.gov.