

We provide our utility clients with a wide range of energy-saving and renewable energy solutions. From individual utility customers and construction contractors, to utilities, municipalities, and government bodies, our clients have come to depend on our customized energy efficiency programs to help them to meet their energy saving goals.

The Program Manager provides leadership for one of our energy efficiency programs. In this hands-on management role, you will oversee energy programs and will work closely with both clients and our energy professionals to achieve client energy efficiency goals and other program objectives. You will also be working with others who are passionate about energy efficiency and making a positive impact on the industry.

Essential Duties and Responsibilities

- Develop and implement a plan attract new customer's/trade allies to obtain program objectives
- Provide administrative services plan to develop customer correspondence and application processing
- Develop a comprehensive understanding of the program's strategic direction regarding energy efficiency and the business activities of its customers
- Assist in the development of a QA/QC plan to ensure accurate program results and good evaluation results
- Coordinate with program evaluators to understand evaluation plans and communicate program procedures.
- Communicate evaluation plans with program staff to ensure understanding and proper procedures
- Manage and oversee program team
- Complete and manage quarterly program performance evaluations with staff and client
- Manage the utility relationship and serve as an advocate for the client
- Monitor and manage a multi-million-dollar budget over multiple years including allocations to labor, expenses, subcontractors, and customer incentives while meeting or exceeding energy goals
- Provide day to day leadership to program staff including managing incentive promotions, marketing requests, and assisting team creatively meet the goals of the program
- Assist with the preparation of monthly invoices and activity reports as required to the client, partner, or Walker-Miller management
- Develop and oversee program processes
- Manage and report KPIs
- Incorporate "best practice" methods of energy efficiency program implementation
- Provide a professional appearance appropriate to represent both Walker-Miller and the utilities
- Lead and attend relevant presentations promoting energy efficiency programs
- Practice effective project management skills in leading this program
- Ensure continuous improvement of operations year after year

Education and Experience

- Bachelor's degree required; advanced degree, preferred. Equivalent work experience may be considered
- Minimum of 3 years of management/supervisory experience including hiring, coaching, performance reviews, and mentoring
- Background in engineering, technology or science and experience in working in a technical environment preferred.

- Minimum of 3 years of experience in managing energy efficiency programs – Preferred
- Experience in lighting, HVAC, and other technologies installed in commercial and industrial applications – Preferred
- Technical experience in developing and/or reviewing energy savings calculations to determine paybacks and incentive levels for customers – Preferred

Required Skills, Knowledge and Abilities

- Sales or business development background, *a plus*
- Proven leadership in fast paced environment
- Detail oriented and have an ability to prioritize workload and delegate appropriate work assignments to staff
- Must be flexible to handle a wide variety of tasks and complete work in a timely fashion in a fast pace environment
- Proficient in Microsoft Office, specifically Word, Excel and Outlook
- Strong data entry skills in entering information in tracking systems/databases-(NOTE: There will be an excel skills test)
- Ability to communicate effectively, both verbally and in writing with customers, clients and employees
- Ability to analyze and interpret data and solve practical problems
- Knowledge of mathematical concepts such as fractions, percentages and ratios
- Ability to work with mathematical concepts such as the fundamentals of plane and solid geometry and trigonometry
- Reliable transportation

Licenses & Certifications

- PMP certification – *Preferred*
- BPI certification – *Preferred*
- Valid driver's license

Travel Requirements

- Willingness to travel 40% or more of the time, including some overnight travel

Physical Demands and Work Environment

- Frequent sitting, standing and walking
- Must also be comfortable speaking in front of large or small groups
- Ability to lift up to 10 pounds

Note: The physical demand and work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.