

The primary responsibilities of the Director of Utility Programs include developing utility programs and partnerships with external stakeholders, implementing and managing existing demand side management and renewable energy programs and assisting with other projects as directed by the CHP Energy Solutions Vice President. This position is responsible for the operational management and implementation of activities related to the conception, design, development, and implementation of all utility-sponsored programs.

The Director of Utility Programs will achieve CHP's operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining and implementing system improvements. This position requires initiative, demonstrated skill prioritizing multiple projects simultaneously in a fast-paced environment, as well as a high degree of reliability.

Essential Duties and Responsibilities

- Lead the design, development and implementation of utility-sponsored energy efficiency rebate programs, demand side management (DSM) programs, renewable energy programs, and other energy efficiency programs for various utility companies.
- Develop strategic partnerships with utility companies, weatherization agencies, internal and external stakeholders to further CHP Energy Solutions involvement in DSM and renewable energy programs.
- Research, develop and manage the comprehensive project and client databases for utility and other energy efficiency programs.
- Conduct research and perform best practices testing and analysis for the purpose of determining the most effective and efficient means to deliver DSM and renewable energy programs.
- Meets financial objectives by forecasting requirements; assisting preparation of the annual budgets; scheduling expenditures; analyzing variances; initiating corrective actions.
- Ensure timely and accurate reporting to all utility program funding sources, CHP Energy Solutions staff, and various CHP staff as needed.
- Represent CHP Energy Solutions at state, local and federal public hearings, community meetings and other public venues related to DSM and renewable energy programs/issues.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Work independently and within a team on special and ongoing projects.
- Responsible for design, implementation and delivery of special projects as requested by the CHP Energy Solutions Vice President.

Knowledge, Skills and Abilities

- Considerable knowledge and skills in program and policy development of utility programs and must be familiar with the methodologies and techniques used by utility regulatory agencies to assess programs for cost effectiveness.

- Must have knowledge of overall financial management and demonstrate proficiency with budget management.
- Must possess the ability to set goals and work in a self-directed manner to meet workload and project deadlines.
- Demonstrated ability to accurately and quickly gather data, compile information, keep accurate records, and prepare statistical reports.
- Excellent communication skills, both verbal and written, and ability to communicate professionally and courteously with stakeholders at all levels of the organization as well as external customers to include delivering public presentations and developing written proposals.
- Must possess excellent judgment, a high level of interpersonal skills and ability to handle sensitive or confidential information with a high degree of professional discretion. Must possess proficiency in a variety of computer software applications in word processing, spreadsheets, and presentation software (Word, Excel, Access, PowerPoint).
- Ability to establish and maintain effective working relationships with internal and external stakeholders and customers to achieve quality customer service.
- Must possess/maintain a current drivers' license and driving record consistent with CHP insurability requirements

Education and/or Experience

- Bachelor's degree in energy efficiency, energy, business, or a related field is required.
- Three or more years of project management experience is required.
- Three or more years of experience in the field of energy management, demand response, renewables, program management, market research, or other applied energy-related experience in a related area required.
- Experience in the energy efficiency, renewables, or utility industry preferred.

Working hours may vary, but customary hours are Monday –Friday from 8:00 AM – 5:00 PM with one-hour lunch break, with occasional evening and weekend hours as workload dictates. Position requires up to 50% local and out-of-town travel. This position may work up to 2 days a week remotely with prior supervisor approval.

This is a full-time position with excellent benefits including generous paid leave, health/dental/vision/life/disability insurance, and retirement plan with matching, among others. Excellent work environment.

Community Housing Partners (CHP) values the diversity of backgrounds, experiences, and perspectives among our employees, residents, and partners. We are dedicated to fostering a diverse and inclusive workplace that reflects the communities we serve and allows us to better serve our mission. CHP is committed to providing equal employment and advancement opportunity to all qualified persons regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or status as a disabled, other protected, recently separated, or Armed Forces Service Medal veteran. CHP is also committed to an equitable hiring process, and we will provide accommodations in all aspects of that process. If you require accommodation in completing this application, interviewing, or otherwise participating in the

employee selection process, please direct your inquiries to Lateffa Smith, HR Coordinator, at lasmith@chpc2.org or (540)299-5477 (phone), (877)540-8049 (fax) or 711 (TTY/TDD).