

GEORGIA ENVIRONMENTAL FINANCE AUTHORITY

POSTING TITLE: Weatherization Program Manager

LOCATION: Atlanta

SALARY RANGE: \$5,000 - \$6,000 per month

General description:

Georgia Environmental Finance Authority (GEFA) is seeking a Weatherization Program Manager (manager). **The program is federally funded and provides home energy efficiency improvements statewide designed to reduce energy costs and improve health and safety.** Under limited supervision of the Energy Resources Division director, the manager will be responsible for the following:

- Directs the operations of the Weatherization Assistance Program;
- Executes various tasks related to the program, the Energy Resources Division and GEFA overall; and
- Performs duties in the areas of energy efficiency, program management, contract management, budget, team leadership, project management, customer service, invoice approval, grant writing, training, relationship building, monitoring quality of work, and coordination with state, local, and federal agencies.

The manager creates the state weatherization plan, applies for approximately \$10 million in federal funding from two funding sources, implements and oversees the program and ensures federal and state guidelines are followed. The manager directs the development and management of contracts to 14 community action agencies statewide that perform residential low-income weatherization services. The manager oversees program performance, communicates results of homes weatherized and the quality of weatherization services, approves contractor invoices, monitors work in the field, ensures appropriate training, oversees budgets, and tracks expenditures and other program metrics. Additionally, the manager generates public support and coordinates partnerships with public and private stakeholders. The manager helps lead two other professionals carry out a diverse range of technical field monitoring and administrative support tasks for the program.

In this role, the manager will also be responsible for the following:

- Assist 14 community action agencies throughout the state with developing and implementing a comprehensive strategy and annual work plan;
- Participate in the planning, coordinating, developing and implementing of long-range goals and objectives;
- Engage a variety of internal and external contacts to obtain or relay information, arrange meetings and gather data;
- Provide guidance and technical assistance to community action agencies in project evaluation procurement, and business process.
- Direct or participate in the preparation and identification of program and operation budgets;
- Ensure efficiency, effectiveness and accuracy of all functions through the use of computer systems, management controls, and sound organizational structure;
- Lead field monitoring and administrative activities; and
- Report monthly program progress across a wide range of metrics.

Minimum qualifications (position specific):

Completion of an undergraduate degree from an accredited four-year college or university "AND" three years of experience in a related area.

Related experience may be substituted for education on a year-for-year basis.

Preferred qualifications (position specific):

Preference will be given to applicants who, in addition to the minimum qualifications, possess one or more of the following:

- Detailed knowledge and experience with program and project management
- Knowledge of energy conservation and efficiency measures and building science.
- An advanced degree in a relevant field of study
- High degree of proficiency with Microsoft Office Suite, particularly Excel
- Experience developing partnerships with federal, state and local contacts
- Experience negotiating complex contracts with other government officials and private consultants
- Experience with federal grants and funding

Please email resume to jobposting@gefaga.gov

All qualified, prospective candidates will be considered, but may not receive an interview. Due to a large volume of resumes, GEFA is unable to provide information on your resume status over the telephone. No notifications will be sent to prospective candidates except those selected for interviews. GEFA reserves the right to amend the recruitment dates on any job postings if we receive an overwhelming amount of resumes.

THIS POSITION IS OPEN TO ALL QUALIFIED APPLICANTS

An Equal Opportunity Employer

GEFA does not discriminate in employment on the basis of race, color, national origin, sex, religion, age or disability.