



Project Manager, Oregon

The Project Manager, Oregon leads the implementation of projects, maintains client relationships, and assists with program development for specific initiatives related to affordable housing and sustainable communities with an emphasis on energy and water efficiency and renewable energy. These projects focus on building efficiency upgrades, affordability, building decarbonization, renewable energy access, climate planning, and/or community resilience in Oregon, particularly in Portland. The Project Manager will manage specific strategies, perform outreach, provide consistent communication with property owners and their teams, navigate intake and applications, inform on program requirements and processes, and present funding sources and explain options. This position is an expert program advisor and works closely with building owners and their teams, implementation partners, community members, and community-based organizations.

The Project Manager, Oregon reports to the Senior Program Manager, Strategy. This position is located in Portland, Oregon and is remote with on-site work performed as needed.

Responsibilities

- Act as the primary point of contact, maintain clear and consistent communication with owners, property management teams, clients, community members, and team members.
- Interpret and explain program processes, funding sources, project options, timelines, and ensure compliance with program requirements.
- Work to increase building owner participation in Elevate-supported programs through coordination with internal and external teams, collaborations with community-based organizations, contractor and industry associations, local jurisdictions, and other relevant resources.
- Manage relationships and document activity in project management software to ensure visibility and data accuracy, and keeping project teams informed about project intake progress and addressing their concerns.
- Stay current on local policies and initiatives related to housing affordability and accessibility, energy and water efficiency, and climate resiliency.
- Document activity log in project management software to ensure visibility and data accuracy.
- Assist in program design, support strategic and business planning activities.
- Perform other duties as assigned.

Qualifications and Skills

- Bachelor's degree preferred or relevant lived experience



- At least three (3+) years demonstrated experience in energy, climate, equity, or other related project management work
- Ability to understand and convey program information to building owners, their teams, tenants, community members, and contractors, such as eligibility to the program, funding sources, and processes and timelines
- Skill in listening and amplifying the voices and vision of the community
- Experience developing and coordinating values-driven, community-rooted programming
- Ability to foster meaningful and authentic relationships that are supportive and inclusive across internal team, external partners, and municipal clients
- Ability to work independently and as part of a team, as well as facilitate collaboration and accountability
- Travel on site up to 40%
- Experience successfully managing projects on time and on budget
- Comfortable navigating change and uncertainty
- Willingness to travel as required (valid U.S. driver's license)
- Passion for Elevate's mission of equitable climate action

Organization Description

Elevate seeks to create a just and equitable world in which everyone has clean and affordable heat, power, and water in their homes and communities — no matter who they are or where they live. Our programs, policy agenda, and partners reflect this commitment.

At Elevate, the greatest asset of our organization is the kind of people we attract. Elevate employees co-create our energetic and collaborative environment, where constant learning and service to others take priority. We empower individuals to challenge conventional thinking in pursuit of innovation and we seek dynamic, hardworking team members who are inspired to work with people of diverse backgrounds and perspectives. Every day we make a difference by placing our team, clients, and community partners first. From our mission to our focus on staff well-being and career development opportunities, there's no better place to grow your career than Elevate.

Compensation

The total compensation for this position includes health and welfare benefits (medical, dental, vision, etc.), defined contribution benefit (401k with contribution), professional development, generous paid time off policies, and a flexible schedule. This is an exempt individual contributor position with a salary range of \$65,000 - \$75,000, based on experience.

Anti-Discrimination Policy

Elevate is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age, disability, veteran status, or marital status. This policy applies to all terms and conditions of



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employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation, and training.

ADA Accommodation

Elevate will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace, and the threat cannot be eliminated by reasonable accommodation, or if the accommodation creates an undue hardship to Elevate. Contact the People Team with any questions or requests for accommodations.