



## POSITION DESCRIPTION

**JOB TITLE:** Director of Utility & Energy Programs

**STATUS:** Full-time, Exempt

**REPORTS TO:** President & CEO

**DATE:** November, 2021

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### Job Description:

The Illinois Association of Community Action Agencies is seeking to hire an Energy Program Manager to join our team. This position will be the in-house expert on Weatherization, LIHEAP and other energy programs and will work closely with our membership agencies throughout the State of Illinois through the management of the income-eligible utility programs. This position will work closely with our program partners in assuring the goals and objectives of the program are met. In addition, this position will coordinate member-requested peer-to-peer technical training as needed and required by the program.

### Key Responsibilities:

- Manage the income-eligible Weatherization program, serve as the point-person to all Community Action Agencies (CAAs) for training and assistance, track CAA performance against metrics, and ensure all necessary protocols are followed
- Serve as lead staff for IACAA in communications with program partners
- Leverage best practices and continuous improvement to implement long-term solutions in partnership with the CAAs and program partners
- Coordinate education, training, and coaching to CAAs to minimize fiscal findings, failed inspections, mitigate faulty workmanship, and remedy failures when they occur
- Build and maintain collaborative partnerships with participating member Community Action Agencies
- Encourage and facilitate agencies sharing staff and collaborating on purchasing
- Oversee market analysis and activity for agencies participating in collaborative group procurement
- Travel to meetings and trainings state-wide at member agencies up to 30% of the time
- Coordinate with DCEO on fiscal and/or program quality control findings, reports and assist agencies with training or mentoring resources to remedy issues
- Generate weekly, monthly, and ad hoc reports to document status of contract deliverables
- Actively track industry trends and insights related to the IHWAP program to maintain IACAA's awareness of program changes and communicate any relevant changes that may be required
- Assist with planning of any CAA network convening related to energy programs
- Coordinate regional meetings of CAAs as needed for energy program operations
- Attend and represent IACAA at utility and energy meetings
- Assist with IACAA Annual Learning Conference as needed
- Maintain active certifications (participate in required continuing education, maintain and submit paperwork for certification continuation/ renewal, etc.), if applicable
- Provide weekly program updates to President & CEO

### Required Knowledge, Skills and Abilities:

- College Degree preferred, minimum of 3 years' experience in energy efficiency, housing or related field

- Knowledge of Weatherization, LIHEAP and other energy programs preferred
- Knowledge of procurement processes is required
- General knowledge of the building trades preferred
- General project management experience is preferred
- Driver's license, safe driving record, and ability to travel throughout the State of Illinois
- Ability to pass criminal background check
- Knowledge and respect for diverse cultures/lifestyles and problems of poverty in the community
- Ability to follow written and oral instructions with minimum supervision
- Ability to communicate effectively both written and orally
- Ability to function professionally in stressful situations
- Ability to work as a team member
- Ability to implement concepts learned from training
- Ability to organize time effectively and to set work priorities
- Ability to apply detailed knowledge of organizational procedures to make independent decisions and serve as a credible resource for senior management team
- Ability to lift 25 pounds
- Knowledge of Microsoft Office Suite, particularly Word and Excel

**Competencies:**

- Problem Solving/Analysis
- Project Management
- Decision Making
- Ethical Conduct
- Time Management
- Professionalism

**Work Environment:**

Work will include traveling to member agencies within the State of Illinois. This position generally works 40 hours per week with occasional evening or weekend hours to attend meetings or assist with events. Attendance at training conferences to stay current with regulatory requirements may require periodic out-of-state travel.

**General:**

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the President & CEO. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

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Employee Signature

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Date