

Earth Forward Group

Sr. Program Manager job description

Overview of Organization:

Earth Forward Group, LLC (EFG) is a woman-owned small business incorporated in the State of Connecticut, with offices throughout the Northeast. The company was formed in New Haven, CT in 2015 and provides workforce development training, sustainability consulting, program design and management, business development, and marketing & outreach services to public, private, and nonprofit entities related to energy efficiency, renewable energy, weatherization, building performance and sustainability management.

EFG was developed by a group of graduate students with a shared interest in building a more sustainable future. Increasingly we see that clients are looking for innovative, bespoke solutions for their businesses that consider the human and environmental impact of their operations. Federal policies are increasingly supporting the development of these solutions. Our planet has never had so many inhabitants, communities are connected like never before and technology is driving change and threatening traditional industries. There is a constant state of flux, from regulatory policy to extreme weather events. To that end, we observed a need for EFG to help organizations navigate societal complexities and proactively manage risk.

Program Overview:

Construction related industries are facing a mass retirement over the next five years. Simultaneously, the country has committed to improving our infrastructure and buildings in an effort to reduce resource consumption and carbon emissions and their impact on the changing climate. To accomplish these goals, the construction industry needs to increase its workforce as well as increase the knowledge of sustainable building standards to utilize in current practice. Presently, there is a labor shortage and in order to accomplish our building performance goals we will need to educate, train and recruit the next generation workers. Stakeholders are turning their focus to the weatherization workforce training partnerships to attract participants and promote these good paying high performance construction jobs. EFG is a consulting group which conducts research for the design and implementation of workforce development training programs for sustainability related careers. In many cases, EFG is also the implementer and manager for these programs. We conduct a market analysis of such programs.

Job Description:

EFG is looking for a Senior Program Manager to join the team as we enter our next phase of growth with these programs. This primarily involves developing and executing our programmatic designs, plans, and strategies in line with the broader organizational growth strategy to strengthen the company's product portfolio and alignment with client needs.

The ideal candidate will be an experienced and highly organized professional with a passion for the job and for the mission of EFG. They will be a skilled program manager with previous

program design and management experience, and able to drive accountability and alignment in others. Duties may include, but are not limited to:

- Coordination and execution of key program operations as we develop them with new and existing clients.
- Serving as subject matter expert and lead designer on critical programming, such as curriculum development and/or contributions for workforce weatherization programs and other climate resilience programs as they arise.
- Informing and collaborating with the EFG team on program design, growth planning, and product strategy for expansion of product/program offerings.
- Supporting current programs which are ongoing and as they launch to ensure strategic alignment, objectives are defined and met, and clients are satisfied with deliverables.
- Conducting research related to relevant subject matter to develop organizational knowledge and fluency on topics, market trends, policy, and client feedback to inform design decisions.
- Attending industry and stakeholder meetings both in person and virtually to track industry trends and goals established by the Federal and State agencies.
- Monitoring & evaluation of programs, including data collection, analysis, and fulfilling client reporting requirements.
- Technical and report writing of key client proposals, program plans and expansions, design frameworks, and other programmatic reporting as needed.
- Facilitating client and programmatic meetings, workshops, and other presentations to audiences as necessary for program execution.
- Attend, exhibit, and/or present at conferences as relevant.
- Other duties as assigned.

Desired skills and experience:

- Strong program and project management skills with demonstrated success in previous programs and comfort using project management software
- Excellent writing skills for technical reports, reports, and general program communication
- Strong analytical skills and ability to clean, analyze, and report on data findings
- Strong communication skills and ability to present to external stakeholders
- Knowledge of climate resilience efforts in the US , the weatherization industry and high performance building standards; HERS, Passive House, EnergySTAR BPI certifications are ideal
- Fluency in PowerPoint, Excel, and other MS Office software as well as Google applications Google docs, slides, drive and gmail
- Bachelor's degree required, ideally in environmental science, sustainability or related subject matter.
- Master's degree in related subject matter preferred.

Travel Requirements:

- Travel to schools, clients meetings, events, conferences up to 10% is required.

- Must have reliable transportation and be able and willing to travel throughout the northeast (mileage provided).

Compensation: This role will be paid \$35 - \$50/ hour depending on qualifications and experience, with a maximum of 30 hours allotted per week as a contractor of Earth Forward Group.