

## Program Manager-Utilities

The Program Manager supports the vetting, implementation, strategic and administrative management of energy conservation, energy generation, and home health and safety programs funded by CHP's partners. As programs grow, the Program Manager will work independently and within their department to develop project management norms for CHP Energy Solutions programs.

Norms will include proposal evaluation and submission, project milestone mapping, policy and procedure documentation, data collection, management and reporting, identification of project problems and their resolutions, system improvements, and post-project strategic evaluation.

### **Essential Duties and Responsibilities**

- Manage day-to-day operations of utility programs. Communicate program requirements and changes with staff. Develop internal policies and procedures as needed for program(s') success.
- Act as liaison for key utility staff. Communicate production, marketing and outreach, and financial information related to respective programs.
- Prepare timely and accurate reporting to all internal and external stakeholders, including Energy Solutions staff, CHP leadership, and program sponsors and administrators.
- Support the development of strategic partnerships with CHP's partners, weatherization agencies, subcontractors, outreach partners, and relevant stakeholders to expand CHP Energy Solutions' network and project portfolio.
- Represent CHP Energy Solutions at state, local and federal public hearings, community meetings and other public venues related to programs.
- Continually update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Perform other essential functions as assigned by Senior Director of Operations and Vice President.

### **Knowledge, Skills and Abilities**

- Excellent verbal and written communication skills, and ability to communicate professionally and courteously with stakeholders at all levels both within the organization and externally.
  - 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.
  - Ability to set goals and work in a self-directed manner to meet workload and project deadlines.
  - Proficient in a variety of computer software applications for word processing, spreadsheets, data management, and presentation (Microsoft Word, Excel, PowerPoint).
  - Knowledge of energy conservation upgrades and solar technology for buildings
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- Maintain a valid driver's license and driving record consistent with current CHP insurability guidelines.

### **Education and/or Experience**

- Bachelor's degree preferred. High school diploma or GED required.
- Minimum 2-years' experience in weatherization, energy, or energy efficiency experience

required.

- Familiarity with utility energy efficiency programs is preferred.
- Familiarity with techniques and methodologies used by regulatory agencies to assess program outcomes is preferred.
- Minimum 2-years' experience in project management is preferred.

Working hours may vary, but customary hours are Monday –Friday from 8:00 a.m. – 5:00 p.m. with a one-hour lunch break, with occasional evening hours and Overnight travel required. Regular attendance and punctuality are required. May work from home up to 2 days per week with supervisor approval.

These are full-time positions 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](mailto:lasmith@chpc2.org) or (540) 299-5477 (phone), (877)540-8049 (fax) or 711 (TTY/TDD).