

Program Manager

The Delaware Sustainable Energy Utility (DESEU) is seeking two (2) Program Managers. The Program Manager is a full-time position with exciting opportunities in a growing organization. The Program Manager will work in a wide variety of programs within the Energize Delaware program portfolio and will be expected to maintain, evaluate, and make improvements to existing programs. The Program Manager will also play an important role in designing and developing new programs as a valued team member and will help lead Energize Delaware into an exciting future.

About the DESEU – Energize Delaware

The Delaware Sustainable Energy Utility (DESEU), doing business as Energize Delaware, is a unique non-profit organization offering resources through its Energize Delaware initiative. The Delaware Sustainable Utility, a 501(c)3 non-profit organization created by the State of Delaware promotes the use of affordable, reliable, clean energy efficiency and air pollution reduction initiatives. Energize Delaware operates as the premier Delaware organization for connecting and empowering energy consumers with the resources to reduce costs, improve the environment, and ensure energy independence for future generations.

Energize Delaware develops and implements energy efficient solutions, clean energy and carbon reduction programs. These programs include funding, financing, and educational programs. In addition, we provide highly valuable technical and financial services to our clientele so that they can make informed decisions regarding their energy future.

Energize Delaware views itself as being: Innovative; Nimble; Results Oriented; Collaborative; Transparent; Accountable and Mission Focused.

For additional information about the DESEU and Energize Delaware please visit our website www.energizedelaware.org.

Responsibilities:

Responsibilities are not intended to be an exhaustive list of all job duties, they are descriptive and not restrictive, the employee may complete job duties of a similar kind not specifically listed here.

- Reports to the Deputy Director but works with a significant degree of independence
- Participates in developing and recommending goals and objectives that will have impacts statewide
- Assists with planning, coordinating, and managing program implementation.
- Provides technical direction and oversight for contractors
- Manages contractual program obligations, reporting and budgets
- Develops Requests for Proposals, Memorandums of Understanding, and subcontracts. Actively manages assigned sub-contractor contracts and performance expectations
- Convenes and oversees meetings and workshops with the public and private sector
- Conducts applied research, analysis and interpretation of data to support action taken concerning laws, rules, and regulations applicable to the assigned program and Energize Delaware objectives
- Through the Deputy Director and Executive Director, works with other agencies and the private sector, statewide and regionally, to coordinate and achieve mutual goals and objectives
- Develops and manages relationships with trade allies and partners including contractors, trade and industrial associations
- Establishes and manages program and consumer feedback mechanisms to ensure on-going program enhancement
- Addresses customer service complaints and feedback as assigned.
- Understands all the business functions of Energize Delaware and represents the agency as needed

Knowledge and Skills:

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements; they are not exhaustive or necessarily inclusive.

- Knowledge and understanding of energy efficiency and renewable energy industry
- Knowledge and understanding of energy efficiency and renewable energy financing
- Knowledge and understanding of Evaluation, Measurement, and Verification processes to ensure appropriate quality assurance activities are implemented, and that savings claims are defensible
- Demonstrated success with program management and client service in the fields of energy efficiency and renewable energy
- Ability to carry out systemic data tracking and reporting processes
- Ability to generate reports using common spreadsheet and data base programs
- Ability to plan, organize and integrate program resources to achievable program goals
- Ability to communicate effectively and deliver effective presentations to groups in public settings
- Ability to establish and maintain effective working relationships with government officials, landowners, contractors, environmental groups and co-workers
- Skill in establishing and integrating the goals and objectives of multiple programs

Qualifications:

- BA/BS in fields relevant to energy efficiency and renewable energy including policy, finance, business, environmental science, engineering, architecture, or building sciences
- MA/MS in Energy or Environmental Management and Policy a plus, will be considered equivalent to one year's experience
- Passion for progressive energy solutions and a commitment to vision, mission, and values of Energize Delaware <https://www.energizedelaware.org/energize-delaware/deseu/vision/>
- Desire for and comfort in working in a collaborative environment
- Knowledge of the principles and practices of energy efficiency, sustainability, clean and renewable energy, and climate change strategies
- Demonstrated ability to multitask
- Demonstrated ability to perform data analysis through spreadsheets and data bases
- Demonstrated experience in the areas of energy efficiency and/or renewable energy
- One year's experience in fields of energy efficiency and/or renewable energy program management
- Knowledge and experience in financing a plus
- Knowledge and experience Microsoft Office to include Excel, PowerPoint, etc.

Compensation:

- Salaried position, salary commensurate with experience
- Paid vacation and sick leave
- Retirement account contribution
- Flexible work hours
- QSERA Health Benefits Reimbursement

To Apply:

To be considered for this position, interested candidates must submit resume, cover letter, and salary requirements to traci.evans@deseu.org. The position will remain open until filled.