

Energy Smart Program Manager

Energy Smart is a program of the Minnesota Chamber of Commerce and works in close partnership with the Minnesota Waste Wise Foundation (a 501(c)3 non-profit affiliate of the Chamber). The program promotes energy efficiency and facilitates energy project implementation. Energy Smart provides the resources and expertise businesses need to save money through energy efficiency.

POSITION DESCRIPTION:

The Energy Smart Program Manager must have extensive experience working with businesses on energy efficiency project implementation. Knowledge of Minnesota's Conservation Improvement Program (CIP), Minnesota's electric utilities, and energy efficiency as it pertains to businesses is also required. This is a full-time position that will involve travel within Minnesota.

SPECIFIC DUTIES:

1. Responsible for achieving monthly and annual Energy Smart program goals
2. Manage the daily operations of the Energy Smart program
3. Provide work direction and supervise Energy Smart staff, ensuring that roles and responsibilities are clearly established and performance measures are achieved
4. Conduct on-site energy consultations to identify and encourage implementation of energy efficiency and conservation opportunities
5. Know and effectively communicate the details of commercial electric and natural gas utility programs
6. Conduct ongoing follow-up in order to drive businesses to complete energy projects
7. Maintain accurate records of business participation and update database with program results.
8. Complete monthly and annual progress reports
9. Work closely with local chambers of commerce and other business organizations to coordinate intensive campaigns to increase business participation in energy efficiency programs
10. Work with program director to build and maintain productive working relationships with energy utilities
11. Perform other tasks as assigned by the Director of Environment Sustainability Program

QUALIFICATIONS:

1. Certified Energy Manager (CEM) or Professional Engineer (PE)
2. 5+ years of commercial energy program management
3. Bachelors degree (or higher) in a related field
4. Comprehensive knowledge of energy efficiency opportunities, equipment technology, and energy utility Conservation Improvement Programs
5. Able to multi-task and manage several projects simultaneously
6. Ability to create and maintain positive working relationships with employees, owners of small to large businesses, utility representatives and others.
7. Excellent presentation and marketing skills, and ability to present energy efficiency information to both large and small audiences, motivating businesses to take action on energy efficiency
8. Excellent research and organizational skills
9. Proficiency in data collection and management, Sales Force, Excel, Power Point, etc
10. Vehicle required for travel, will be reimbursed for mileage

Contact Jill Curran for further information, jcurran@mnchamber.com, 651-292-4653.