ENERGY CONSERVATION PROGRAM MANAGER – SAMPLE POSITION
DESCRIPTION

JOB SUMMARY
Coordinates critical activities associated with the successful execution of specific energy conservation programs, products or services. The Program Manager is responsible for negotiating and executing promotional and process plans to efficiently and effectively reach program targets within a designated budget. Program management responsibilities and authority related to the programs, products or services, including coordination and managing of activities with external and internal vendors are functions of this job. Programs typically involve a single product and vendor and a budget of up to a million dollars.

ESSENTIAL FUNCTIONS
Build strong relationships with internal and external constituents.
Develop and manage project tasks and timelines.
Results tracking, reporting, forecasting, and analytical support.
Problem identification and resolution.
Strategic focus on program goals.
Oversee and manage program activities with contractors and consultants.
Work with manager to create budgets, targets, and work plans.

OTHER FUNCTIONS
Prepare reports for internal and external communications.
Coordinate training activities with internal and external stakeholders.
Coordinate marketing and promotions activities.
Prepare invoices for purchasing.
Audit and verify product installations.
Facilitate all aspects of meetings with internal and external stakeholders, contractors, consultants, partners.

MINIMUM QUALIFICATIONS
3 years experience with program coordination and/or management which includes planning & budget responsibility.
Experience coordinating and/or managing relationships with outside vendors.
Experience with trade organizations and/or community outreach.
Strong oral and written communication skills
Excellent communication, organization, presentation and analytical skills.

DESIRED QUALIFICATIONS
Knowledge of energy markets and experience in the utility industry.
Marketing/sales experience.
Proficient computer skills with Microsoft Word, Excel and PowerPoint.
Technical knowledge, mathematical and analytic skills.
Desire to work in team environment.
BA/BS in Marketing, Business, Engineering, or equivalent experience.