

**POSITION ANNOUNCEMENT – CONSERVATION SERVICES GROUP
Program Manager – Lombard, IL**

Overview:

For more than two decades, Conservation Services Group (CSG) has helped Americans make smart energy use decisions an important part of the way they live and work. CSG designs, develops, and delivers innovative, results-driven energy efficiency, energy conservation, sustainability, and renewable energy programs. We bring our experience, expertise, creativity, and commitment to our goals of using environmentally responsible approaches in helping business and home owners lower costs, increase comfort, and improve indoor air quality; and in championing the development and use of renewable, alternative energy.

People who work at CSG say that it's a unique kind of organization - one that nurtures individual talents and inspires dedication. We share a commitment to our work and our mission. CSG has a collegial atmosphere, where people respect and encourage each other to help the environment and change the way our country uses energy. How about you; do you see yourself as a part of our team?

CSG is recruiting an experienced Program Manager, reporting directly to CSG's Midwest Regional Vice President, to manage residential energy efficiency programs in northern Illinois. The program provides comprehensive and integrated Home Energy Performance services for existing single homes.

The Manager will work from CSG's northern IL office and will oversee staff responsible for all operational components of program delivery providing coverage throughout the Nicor and ComEd territories, and directly managing multiple subcontractors. The Manager, working with the Nicor Gas, ComEd and CSG teams, will manage the electric and natural gas home energy performance program portfolio designed to achieve required MWh, MW, and therm savings goals.

The Manager is responsible for leading a well-coordinated team in the delivery of strategies for efficient and effective program design, implementation, marketing, policy development and reporting, working with CSG's corporate support infrastructure. The Manager will also be responsible for working closely with utility program management and CSG staff and local area market actors in an effort to improve the efficiency and comfort of customer's homes.

Responsibilities:

- Direct all program activities, continually improve implementation efficacy and manage program growth
- Manage program staff in the delivery of client and customer services
- Manage subcontractor activities
- Oversee administrative, fiscal, and technical operations, meeting program and company objectives
- Manage the Nicor and ComEd relationship and ensure client satisfaction with on-time and accurate completion of deliverables
- Manage energy efficiency program activities with client managers
- Oversee the development and management of relationships with partners, trade allies, trade associations, and other industry players

- Work with CSG central services business units and training division including Operations Support, IT, Human Resources, Contact Center, Marketing, Facilities, Applied Building Science, and Finance
- Design and implement strategies to meet or exceed savings goals and internal company targets
- Identify, facilitate and support staff training and development
- Develop and maintain budgets, develop forecasts, and manage budgets within program parameters
- Develop and produce weekly, monthly, quarterly, annual, and ad hoc reports as required and requested by the client and/or CSG management
- Manage staffing requirements, and oversee interviewing, hiring and training new employees

Qualifications:

- 7-10 years of energy efficiency industry experience including management of a field operations team, client relations, subcontractor supervision, trade ally oversight and accountability of results, preferably with residential program operations experience
- 7-10 years experience meeting contractual and program requirements on time and within budget,
- 7-10 years experience operating complex projects with multiple levels of authority and influence
- 7-10 years experience leading, motivating, training, and supervising staff and contractors/consultants, and in building effective and cooperative teams
- 5-7 years experience creating and managing multimillion dollar budgets, finance, forecasting, and reporting
- Experience with the Microsoft Office Suite including creating and maintaining Excel spreadsheets, Word, Outlook, and PowerPoint; experience with Crystal Reports a plus
- Excellent writing, presentation, reporting, interpersonal, and verbal communication skills
- Technical understanding of HVAC and familiarity with residential single family construction, building codes, building science, and marketing energy efficiency programs
- BS or BA required, MBA or equivalent preferred
- Employment is contingent on satisfactory background check

Salary Range: Commensurate with experience

Compensation package includes paid holidays, 80% paid medical, 50% paid dental, paid life & AD&D and paid STD & LTD insurance coverage, plus employer matching retirement plan

Please apply online at: <http://jobs-csg.icims.com>

CSG is an Equal Opportunity Employer