

**POSITION ANNOUNCEMENT - WECC  
Portfolio Manager**

We are Wisconsin Energy Conservation Corporation (WECC) - a national leader in energy efficiency and renewable energy services. Our organization has an immediate need for a Portfolio Manager.

The Portfolio Manager is responsible for the setup and ongoing management of portfolio level client contract deliverables. This position:

1. Aggregates contractual budget and performance metric information from all programs for each client
2. Sets up the necessary tracking and reporting framework
3. Uses that framework to communicate and help manage WECC's performance against the contract requirements.

The Portfolio Manager serves as a high-level program subject matter expert, helping Client Services Directors ensure the right mix of programs are introduced to clients based on the stated client requirements.

**Qualified candidates will have:**

Bachelor's degree required. Master's degree in related field or additional relevant education preferred.

1. Five (5) years experience of relevant preparatory work required, including:
  - a. Experience managing a variety of energy efficiency programs.
  - b. Administrative management involving managing contracts, and reporting activities.
  - c. Budget management.
  - d. Tracking and reporting on program performance.
2. Analytical skills, specifically regarding identifying and recognizing trends in financial or non-financial data.
3. Excellent problem solving skills.
4. Proficiency using MS Office software, specifically Word and Excel
5. Quick adaptation to utilize additional software applications to report, retrieve and analyze information.

If you meet the above requirements and have an interest in energy efficiency, we hope to hear from you. Please visit our website at <http://www.weccusa.org> and apply online or send your resume to:



ATTN: HR Recruiter  
431 Charmany Drive  
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[www.weccusa.org](http://www.weccusa.org)

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