

Associate Program Manager

Inova Energy Group is looking for an Associate Program Manager to assist in the design and implementation of residential energy efficiency programs for utilities and state energy offices.

The position will focus on program design and implementation activities for one or more utility or public sector clients, in coordination with other team members and partners, and will play an important and visible role with clients and other industry stakeholders. The role will have responsibility for leading program implementation activities, managing against contract and plans, and identifying opportunities for continuous improvement and best practice implementation.

An ideal candidate will have prior experience working on demand-side management programs and, at a minimum, some technical knowledge and understanding of energy efficiency opportunities in residential buildings.

The focus of this position is on seeking an energetic and dynamic individual who is interested in the challenge of meaningful work and exponentially growing their career in a fast-paced, start-up environment in direct collaboration with Inova's management. Attributes of the ideal candidate would include a critical-thinking, self-starter who thrives under minimal supervision, and is willing to challenge themselves and support the business in its pursuit of new clients and projects. Inova is an equal opportunity employer.

This position is based in Chicago, Illinois and is currently remote.

Responsibilities

- Support projects and programs in the energy efficiency and decarbonization space with advising/consulting, idea generation, performing research, developing business solutions (including policies, procedures, and tools), coordination of partners, and report generation.
- Lead and manage energy program launch and implementation performance, including budgets, schedules, scope, risks, energy savings and financial performance, quality assurance, and any other contractual deliverables.
- Identify and implement opportunities for continuous improvement and incorporation of best practices within program implementation.
- Participate in and/or lead program development and design.
- Manage client relationships, expectations, communications, and overall satisfaction with project.
- Communicate regular status updates and progress to goals to internal team, clients, and other stakeholders.
- Develop and foster relationships with program partners, community groups, and other industry stakeholders.
- Support outreach functions through community engagement, program presentations, event participation, and relationship-building.
- Support Inova's business development functions in securing new project work, through the identification of project opportunities for new and existing clients, and assistance in RFP and proposal process.
- Perform other duties as assigned.

Qualifications and Skills

- Bachelor's degree from an accredited four-year college or university or equivalent work history.
- Three (3)+ years of experience managing or implementing Energy Efficiency or Demand Side Management projects.
- Demonstrated experience with client management and leading a team to meet targets.
- Proven ability to develop and articulate the stakeholder value proposition and drive a team with new approaches and ideas.
- Technical understanding of energy efficiency opportunities in residential buildings.
- Ability to expand job responsibilities, suggest improvements, and collaborate with others to generate ideas for improved processes.
- Strong quantitative, analytical, and problem-solving skills.
- Strong communication, collaboration, and consultation skills.
- Strong leadership skills, and experience with client engagement and coordination.
- Exceptional organizational and coordination skills.
- Self-starter with the ability to manage time, work independently and prioritize projects within established deadlines and handle multiple tasks simultaneously.
- Demonstrated attention to detail.
- Ability to work well independently and in a team setting.

Preferred Additional Qualifications

- CEM, DSM, PMP, LEED, or similar certification or the desire to obtain.
- Professional experience working with residential and/or income-qualified customers.
- Professional experience working with utilities, state energy offices, and other industry stakeholders.
- Experience working in partnership with energy efficiency implementation subcontractors, community-based organizations, and/or government entities is desired.

Benefits

Inova offers competitive salaries based on the candidate's qualifications and experience.

Compensation for this position includes health and welfare benefits, 401(k) plan with employer contribution, professional development opportunities, flexible work schedule with remote arrangements, and generous time off policies including three weeks paid vacation and paid holidays.

About Inova

Inova Energy Group (www.inovaenergygroup.com) is a woman-owned business offering management consulting, strategic planning, and turnkey project delivery solutions to the clean energy and sustainability industries. Inova's work is project-based, with clients in the Midwest and Northeast regions and a focus on utility energy efficiency programs, decarbonization, renewable energy access, climate planning, and/or community resilience.

Since 2014, Inova Energy Group has served clients in public and private sectors with a variety of projects ranging from utility energy program design to stakeholder management, deployment of new technologies, statewide policy analysis, creation of climate action and mitigation plans, trainings, and the development of corporate sustainability strategies.

How we Work

At Inova, our greatest assets are the kind of people we attract. We pride ourselves in being an energetic and collaborative team, that strives for creative solutions and excellent delivery of work. We empower individuals to pursue their interests and continuously develop their professional skills, while working with a variety of projects and topics. As a small team, we rely on each other and leverage our skills and knowledge to think outside the box. We are nimble and passionate about our work – with the knowledge that what we do makes an impact in our communities and the world.

To Apply

Please submit a cover letter and resume to clamadrid@inovaenergygroup.com.