

MEEA Position Announcement

Building Codes & Policy Manager

Organization Overview

Mission: The Midwest Energy Efficiency Alliance (MEEA) is a collaborative network, promoting energy efficiency to optimize energy generation and reduce consumption, create jobs and decrease carbon emissions in all Midwest communities.

Vision: MEEA seeks an achievable pathway for all people and communities in the Midwest to receive the economic, environmental and societal benefits of energy efficiency and the larger clean energy economy.

At MEEA, we leverage our expertise to be the Midwest's leading resource for our members, allies, policymakers and the broader sector to promote energy efficiency as the essential pathway to achieve a clean, affordable, equitable and sustainable future. We see energy efficiency as the least cost foundation of the clean energy economy, creating immediate energy savings, providing career pathways, reducing emissions, improving new and existing buildings and boosting Midwest business and industries. MEEA develops connections and engagement opportunities for a diverse group of organizations to collaboratively create practical solutions. MEEA serves as a technical resource and promotes program and policy best practices and highlight emerging technologies, all to maximize energy savings, reduce costs, improve resiliency and lower energy burden.

Position Summary

MEEA seeks a passionate, team-oriented individual to fill an open position for an Ohio-based Manager to support the advancement of policies that improve the energy efficiency of buildings. This role requires strong project management and communication skills, stakeholder engagement experience, a grasp of technical energy-related issues, and an interest in expanding impact in the clean energy sector. The Building Codes and Policy Manager will work under the supervision of the Building Codes and Policy Director and their responsibilities will include:

- Manage federally funded project located in Ohio, including completion of comprehensive process documentation, task coordination, reporting, budget and other relevant metrics
- Plan, develop, and facilitate stakeholder engagement meetings
- Conduct research related to benchmarking, Building Performance Standards (BPS), energy data access, and other building codes and standards related policies
- Track developments of building policies in Ohio, and assist in tracking building codes and standards policies across MEEA's multistate Midwest region
- Support education and outreach initiatives
- Conduct research on emerging trends, topics or technologies that advance energy efficiency opportunities
- Coordinate and collaborate with other departments at MEEA
- Develop fact sheets, technical materials, presentations, research reports, white papers, blog posts, articles and other materials
- Travel to meet new and existing program partners and attend events to promote MEEA programs and initiatives
- Assist the Building Codes and Policy Team with various initiatives, special projects, research, grant proposals, etc.

- Assist the Building Codes and Policy Director in identifying and developing new strategic projects and funding proposals to advance MEEA's mission

Qualifications

The successful candidate will have the following qualifications:

- B.A., B.S. in environmental science, architecture, engineering, energy management, project management or a related field
- Five or more years related work experience in a professional environment; previous remote experience a plus
- Previous stakeholder engagement experience required
- Building science/energy codes certification a plus but not required
- History of strong project management experience with proven success with meeting deadlines and the ability of adapt to shifting priorities
- Strong oral and written presentation skills
- Proficiency in Microsoft Office
- Ability to work as a member of a team in a remote work model
- Ability to travel across Ohio and elsewhere up to 30% of the time

Compensation

The Building Codes and Policy Manager position has starting salary \$70,000. Compensation for selected candidate will be commensurate with experience. MEEA offers a competitive employment benefits package.

Location

Civic Opera Building
20 N Wacker Dr.
Chicago, IL 60606

MEEA staff currently work in a hybrid environment with a requirement of working from the office 3 days per week; however this position will be fully remote and located in Ohio. Travel outside of Ohio will be required at least twice a year.

To Apply

Submit cover letter and resume to jobs@mwalliance.org with Subject: "Manager – Building Codes and Policy" by End of Day **Monday, February 12th, 2024**. In compliance with current contracts, this position requires a pre-employment background check, including a drug test. Employment is contingent on successful completion of the screening.

Candidates who do not submit both items will not be considered. Candidates considered for interviews may be asked to provide writing samples and references. No phone calls please.

MEEA is an equal opportunity employer and is committed to a policy of nondiscrimination with regard to race, sex, gender, color, age, religion, creed, class, sexual orientation, national origin, and disability.