

# MEEA Position Announcement

## *Buildings Project Manager*

### Organization Overview

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 businesses 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, promotes program and policy best practices, and highlights emerging technologies, all to maximize energy savings, reduce costs, improve resiliency, and lower energy burden.

### Position Summary

MEEA seeks a team-oriented individual with a keen interest in the energy efficiency of new and existing buildings. The successful candidate should understand the importance of strong building efficiency policies and the key role of compliance. We offer a highly collaborative environment, where the Project Manager will join our committed Buildings Team in advancing MEEA's building policy and program initiatives at the local, state, and regional levels.

The core of the Project Manager's work will be to lead selected initiatives and generally support the work of the Buildings Team. The Project Manager will assist the Buildings Team in advancing building energy policy adoption, implementation, and compliance; and research innovative building efficiency technologies that have the potential to improve building performance and drive deeper energy savings. The Project Manager will coordinate with other MEEA staff who work on building-related energy efficiency programs, will represent MEEA at local, regional, and national conferences, and will develop and maintain relationships with outside organizations in order to further MEEA's mission.

### Other Responsibilities

In addition to the key responsibilities described above, the Project Manager will be responsible for performing, or assisting with, the following tasks:

- Collaboratively work with outside project partners
- Coordinate educational and outreach activities to increase awareness and understanding of building energy policy and programs, including the key role of energy efficiency
- Develop reports and other communications for program sponsors
- Write articles and blog posts, and use social media to promote MEEA's mission
- Develop and give presentations
- Develop fact sheets, testimony, and other advocacy materials

## Qualifications

- B.A. or B.S. in one of the following, or related field: architecture, building science, construction management, engineering, environmental science, planning, or public policy. Advanced degree a plus.
- 3+ years' work experience, including project management experience
- 1+ years' experience in the energy sector or related field; experience with heat pump technology a plus
- Understanding of basic building science principles
- Enthusiasm for improving the energy efficiency of new and existing buildings
- Excellent organizational, writing, research, and communication skills
- Proficiency in Microsoft Office suite
- Ability to simultaneously manage multiple tasks and responsibilities
- Ability to maintain attention to detail while adapting to shifting priorities
- Comfortable speaking and presenting to a virtual or in-person audience
- Demonstrated ability to work with diverse stakeholders
- Experience with building energy modeling software, data analytics, or data visualization software a plus
- Experience with building design, construction, or code compliance a plus
- Ability to travel overnight approximately 10% of the time (as circumstances allow)

## Compensation

MEEA offers a competitive employment package, including health/vision/dental insurance, profit sharing, employer 403 (b) retirement match, commuter subsidy, and respect for work/life balance. Salary commensurate with experience.

## Location

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

Remote working applicants will be considered

## To Apply

Submit cover letter, resume, and salary requirements to [jobs@mwalliance.org](mailto:jobs@mwalliance.org) with Subject Line: "Buildings Project Manager." Candidates considered for interviews will be asked to provide writing samples and three professional references. No phone calls please. Applications will be reviewed on a rolling basis until position is filled.

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.