Organization Overview

At MEEA, we leverage our unique position as the Midwest’s key champion and trusted information resource on energy efficiency policies and programs to help our members and stakeholders identify, understand and implement cost-effective energy efficiency strategies that provide economic and environmental benefits. As a collaborative network and an influential membership organization spanning thirteen states, we provide a professional forum where energy providers, policymakers, implementers, manufacturers, advocates, and other stakeholders can make connections, seek advice and learn about energy efficiency. With our dynamic annual conference, MEEA plays an important role in forging partnerships, promoting new technologies and curating the evolving conversation around economic sustainability and environmental stewardship from energy efficiency.

Position Summary

MEEA seeks to find a passionate, team-oriented individual with a background in energy efficiency and project management. The Program Manager is a member of MEEA’s Program team and will manage internal staff and report to the Programs Director. The PM’s work will be to champion and advance energy efficiency programs and initiatives, ensure MEEA’s programmatic work meets and exceeds deliverables, and serve as a technical resource for MEEA staff. In particular, the PM will manage multiple residential and commercial programs, support MEEA’s initiative to become the Midwest’s hub for market transformation, run MEEA’s Utility Research & Development (R&D) collaborative, help build out regional research and subsequent resources, and assist the Programs Director in identifying new program opportunities.

Responsibilities

- Manage 3-4 current staff members working on Programs Department
- Manage existing programs and projects including budgeting, reporting, managing subcontractors, and ensuring deliverables are met
- Track programmatic trends across the region to serve as a resource for MEEA membership and other MEEA staff
- Effectively manage annual program budget and provide detailed financial reports to program funders, federal and state grantors, MEEA’s Programs Director, Executive Director and Board of Directors
- Support MEEA’s efforts to engage Midwest emerging technology programs
- Convene and facilitate Utility R&D collaborative; assist utilities in developing partnerships for sharing pilot results and pilot cost share
- Support MEEA’s Midwest Market Transformation Collaborative to facilitate the implementation of long-term programs across multiple utility territories
- Assist Programs Director with business development, including identifying new program opportunities and developing grant proposals to respond to solicitations
- Serve as a positive and proactive team member; take initiative to accomplish competing priorities while meeting deadlines and objectives
- Work collaboratively with Programs, Finance, Policy, Membership and all MEEA team members to advance energy efficiency throughout the region, grow membership, and serve as a resource and expert
Qualifications
The successful candidate will be expected to have the following qualifications:
• B.A. or B.S. in environmental science, public policy, political science, or a related field
• Advanced degree in relevant field, preferred
• Minimum 5 years’ experience in evaluation, administration, or implementation of energy efficiency programs or experience in incubating new technologies/ideas
• Strong facilitation and coalition building skills amongst diverse stakeholders
• Strong oral and written presentation skills
• Ability to take initiative as well as work in a team environment
• Self-starter with the ability to juggle multiple priorities
• History of strong project management experience with proven success with meeting deadlines and the ability of adapt to shifting priorities
• Passion for energy efficiency

Compensation
MEEA offers a competitive employment package with salary commensurate with experience

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

MEEA staff is currently remote during the ongoing COVID pandemic

To Apply
Submit cover letter, resume, and salary requirements to jobs@mwalliance.org with Subject: “Program Manager” by Friday, December 18, 2020. Candidates considered for interviews will be asked to provide writing samples and three references. No phone calls please.

In compliance with current contracts MEEA holds, this position requires a pre-employment background check, including a drug test. Employment is contingent upon successful completion of the screening.

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.