

MEEA Position Announcement

Technical Manager

Organization Overview

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.

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. MEEA serves as a technical resource, promotes program and policy best practices and highlights emerging technologies, all to maximize energy savings, reduce costs, improve resilience and lower energy burden.

Position Description

MEEA seeks a team-oriented individual with a keen interest in new technologies, innovative programs and training. MEEA has received new funding from the U.S Department of Energy and the Technical Manager will be the staff lead focused on residential and C&I new technologies. The Technical Manager will track innovative programs, new technologies and pilots and training and education programs. The role requires strong project management and communication skills, a grasp of technical energy-related-issues, and an interest in expanding impact in the clean energy sector.

The Technical Manager will report to the Market Solutions & Education Director and support the organization with research and technical assistance. As additional projects are identified, the Technical Manager may manage training and curriculum development, program and pilot design, and stakeholder collaboratives.

Responsibilities:

- Develop subject-matter expertise and become a thought leader for new residential and C&I energy efficient technologies and programs
- Assist the Market Solutions & Education Director in identifying and developing new strategic projects and funding proposals to advance MEEA's mission within these areas
- Coordinate educational and outreach opportunities to increase awareness and understanding of energy efficiency program best practices
- Track pilots and program developments in MEEA's 13-state region and help disseminate this information to various audiences
- Develop fact sheets, presentations, white papers, blog posts, articles and other materials, as needed
- Coordinate with other areas of MEEA, including Buildings, Membership, Marketing & Events and Policy
- Establish and maintain relationships – both internally and externally – that advance MEEA's mission
- Data entry and organization for MEEA's research projects
- Administrative tasks include organizing webinars, updating the website and completing internal reporting

Qualifications

- B.A. or B.S. in either engineering, building science, construction management, environmental science or a related field; advanced degree preferred
- Minimum 4 years of work experience, with knowledge of the energy industry preferred
- Understanding of building science principles
- History of strong project management experience with proven success with meeting deadlines and the ability to adapt to shifting priorities
- Grant writing or development experience a plus
- Strong oral and written presentation skills (both for in-person and virtual audiences)
- Ability to work as a member of a team in a small-office environment
- Proficiency in Microsoft Office
- Ability to travel up to 10% of the time (as circumstances allow)

Compensation

The Technical Manager position starts at an annual salary of \$70,000. Compensation for the selected candidate will be commensurate with experience and education.

MEEA offers a competitive employment benefits package including health, vision, and dental insurance, employer 403(b) retirement match, commuter subsidy, paid time off, and a hybrid work environment with 2 remote workdays/week.

Location

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

To Apply

Submit cover letter and resume to jobs@mwalliance.org with Subject: "Technical Manager" by **Friday, August 19, 2022**.

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.