



## Building Electrification and Efficiency Program Manager

*Application Deadline: September 19, 2019*

### **About East Bay Community Energy**

East Bay Community Energy (EBCE) is the Community Choice energy service provider for approximately 550,000 customer accounts across Alameda County. EBCE's charter is to provide its customers with low carbon, cost-effective electricity that integrates innovative energy products and maximizes local benefits through the development of local solutions, ranging from increasing access to rooftop solar to supporting the adoption of electric vehicles.

We want creative problem solvers that are excited to work in an entrepreneurial environment and grow our organization! EBCE is committed to a diverse and inclusive workforce that is reflective of Alameda County's rich culture and communities.

### **Position Summary**

EBCE is seeking to hire a Building Electrification and Energy Efficiency Resources Program Manager, reporting to Senior Director of Local Development, Electrification and Innovation on the Local Development team. They will have responsibility developing and implementing Building Electrification and Energy Efficiency program initiatives. This person will play a key role in new program and partner development with examples including incentives and technical assistance to encourage accelerating building electrification and reducing energy usage in buildings. This is an exciting opportunity to achieve local greenhouse gas reduction goals while improving air quality for EBCE customers countywide.

- **Culture:** EBCE fosters a culture of open communication, responsibility, curiosity, accountability, teamwork, and care. We welcome a diversity of experiences and perspectives.
- **Start date:** Target October, 2019 The deadline to apply is September 19 at 5 PM. Candidates should send application materials to [jobs@ebce.org](mailto:jobs@ebce.org) and cc: [jross@ebce.org](mailto:jross@ebce.org) with the job title in the subject line.
- **Location:** This position will be based in EBCE headquarters in Oakland, near BART.
- **Employment:** As an equal opportunity employer, we are committed to diversity, equity, and inclusion and strongly encourage people of color, women, those who identify as LGBTQ+, non-binary individuals, and those with disabilities to apply.
- **Compensation:** Competitive compensation package offered, based on candidate experience. A Program Manager salary ranges from \$137k-\$152k/year.
- **Benefits:** EBCE offers a generous benefits package including
  - Individual, family and domestic partner health insurance
  - Monthly Wellness benefit (ex: stipend for gym or wellness classes)
  - Retirement and Employer Matching Contributions
  - Transit stipend (ex: monthly contribution to Clipper Card)
  - Paid parental and family leave
  - Health and dependent care account
  - Paid Vacation
  - Other benefits

## **Position Details**

### Essential Duties and Responsibilities

EBCE is seeking candidates to join our growing team and assume the following responsibilities as Program Manager. This position requires strong collaboration skills to work with internal and external stakeholders of multiple levels. It also requires a technical understanding of electric energy use; the interaction of Building energy use with energy efficiency and building electrification technologies and other DER solutions; the built environment and utility grid; related policies; state and regional incentives and consumer awareness campaigns; and ability to research and analyze associated data. We are looking for someone who is highly organized, has strong attention to detail and can coordinate and manage activities across multiple projects. Specific duties and responsibilities include:

- Develop and manage Programs to increase energy efficiency and promote building electrification across Alameda County.
- Work with local government partners to identify and catalog Program opportunities across Alameda County.
- Develop strategies and implement local energy programs including energy efficiency, building electrification and renewable energy.
- Evaluate program options and develop justifications for proposed strategies while soliciting and taking input from stakeholders to refine strategies.
- Develop and facilitate partnerships across private, public, non-profit and research sectors for program development and execution.
- Develop and execute requests for proposals (RFPs) including defining objectives and evaluation criteria, coordinating with communications team for publication, evaluating proposals, and recommending awards.
- Document and disseminate program results to other local governments interested in replicating program successes through reports, presentations and conferences and meetings.
- Develop metrics for program success and monitor activities to engage in continual improvement across all EBCE programs.
- Support program management including development of contracts, reviewing vendor budgets and timelines, evaluating effectiveness and quality of work and recommending remedial actions when needed.
- Draft Board memos on programs.
- Develop timelines, manage deliverables and coordinate execution with internal and external stakeholders.
- Work collaboratively within EBCE with the Regulatory, Power Procurement, Marketing and Technology & Analytics teams on cross functional priorities related to rate design, customer satisfaction, integrated resource planning, and local program design.
- Create internal models to support various analysis and workflows across program area.
- Identify Track, assess and develop grant proposals.
- Work with subject matter experts on best-practices, guides, and workshops as required.

- Serve as public spokesperson at events including developing talking points, external materials, speaking at events.
- Provide input to program budget and staffing plans.
- Supervise and direct interns.
- Perform other duties as assigned.

#### Education, Experience, Knowledge, and Skills

- BA/BS degree in engineering, environmental studies, business or other related fields.
- A minimum of eight years of progressively responsible and relevant work experience, to include at least four years in energy and/or environment or in a closely related field in an analytical regulatory, strategy, or related clean energy business function.
- Experience with energy efficiency programs, building electrification and/or distributed energy resources.
- Capable of strategic and technical program analysis and project management.
- Demonstrated ability to develop and maintain complex partnerships.
- Experience in grant development and fundraising.
- Ability to self-direct and manage multiple priorities, meet deadlines, and quickly adapt in a fast-paced, highly fluid environment.
- Ability to use sound judgment, creatively solve problems, and foster consumer awareness.
- Ability to travel throughout the region to attend meetings and other EBCE related functions during normal work hours, and evenings and weekends as needed.
- Strong written and oral communications skills.
- Ability to question and impact group consensus.
- Passion for contributing to the success of community choice aggregation in California.

#### **Additional Preferred Qualifications**

- Advanced degree or equivalent experience in project management related to DERs.
- Experience representing organizations and partnering with external stakeholders. A strong preference will be given to candidates that have Bay Area contacts in the municipal, utility, business and non-profit sectors in the areas of climate action planning and DERs.
- Familiar with mission and goals of EBCE.

#### **Working Conditions**

EBCE is committed to reasonably accommodate an applicant for known physical or mental disabilities so that the applicant may participate in the application process. EBCE will engage in a timely, good-faith interactive process with any employee with a known physical or mental disability to identify potential reasonable accommodations, if any, to enable the employee to perform the essential functions of his or her position.

**Licenses/Certificates**

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

**Submission Requirements**

Applicants must submit a cover letter outlining key qualifications and reasons for your interest and current resume including education. Please email these documents and any questions to:

[jobs@ebce.org](mailto:jobs@ebce.org) and [jross@ebce.org](mailto:jross@ebce.org) by 5 PM on September 19, 2019.

**Working at East Bay Community Energy**

EBCE is committed to complying with applicable laws, including the Americans with Disability Act and Fair Employment and Housing Act, ensuring equal employment opportunities to qualified individuals with a disability. EBCE prohibits unlawful discrimination based on age, sex or gender (including pregnancy, childbirth, breastfeeding or related medical conditions), genetic information or characteristics, gender identity, gender expression, race, color, ancestry, national origin, religion, creed, marital status, military or veteran status, sexual orientation, physical or mental disability, medical condition, or on any other basis prohibited by federal, state, or local laws.

*The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.*