

Summary

East Bay Community Energy (EBCE) is a Community Choice Energy agency formed to serve 600,000 customer accounts across Alameda County with an annual load of over 6 TeraWatt-Hours. EBCE is seeking candidates to join our growing agency and assume the following responsibilities as Program Manager. The Program Manager will support EBCE as follows:

- Develop and manage Program to deliver solar and storage options for critical facilities in Alameda County to provide resiliency and local power.
- Develop and facilitate partnerships across private, public, non-profit and research sectors for program development and execution.
- Work with local government partners to identify and catalog opportunities for DERs (Distributed Energy Resources) across Alameda County.
- Develop and execute requests for proposals (RFPs) including defining objectives and evaluation criteria, coordinating with communications team for publication, evaluating proposals, and recommending awards.
- Manage funder reporting including status reports and reimbursement requests in coordination with billing specialist and accountant
- 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
- Assist in developing strategies and program implementation for local energy programs including electric vehicle (EV) infrastructure, storage, building electrification and renewables. Includes evaluating program options, developing justifications for proposed strategies, and soliciting and taking input from stakeholders to refine strategies.
- Support program management including development of contracts, assessing vendor budget and timelines, evaluating effectiveness and quality of work, recommending remedial actions when needed.
- Draft Board memos on program.
- Develop timelines, manage deliverables and coordinate execution with internal and external stakeholders.
- 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.

Culture: EBCE fosters a culture of open communication, responsibility, curiosity, accountability, and caring. As a small team, cultural fit is key to individual and team success.

Start date: ASAP. Applications are due February 22, 2019. Candidates should send resume and cover letter with 3 references to jobs@ebce.org with the Job Title in the subject line.

Location/Employment: This position will be based in EBCE headquarters in Oakland. We are an equal opportunity employer and strongly encourage people of color, women, and those who identify as LGBTQ to apply.

Compensation: Competitive compensation package offered, based on candidate experience.

Position Details

About East Bay Community Energy

East Bay Community Energy (EBCE) is the community choice aggregator serving Alameda County and eleven of its cities under a Joint Powers Agreement. Once EBCE reaches full-scale, it will serve 600,000 customer accounts and over 1.5 million Alameda County residents. Details regarding the composition and responsibilities of EBCE's Board of Directors and Community Advisory Committee may be found online at: <https://ebce.org/about/>

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.

Supervisory Responsibilities

Will supervise external contractors. May have staff supervisory responsibilities at a later date as the team grows.

Essential Duties and Responsibilities

- Work collaboratively within EBCE with the Local Development, Regulatory, Power Procurement, Marketing and Technology & Analytics teams on cross functional priorities related to Programs, rate design, customer satisfaction, integrated resource planning, and local program design.
- Create and own internal proprietary models to support various analysis and workflows across functional areas
- Evaluate and manage outside consultants to support workflows

Desired Experience

- Minimum of eight years of progressively responsible and relevant work experience, to include at least five years in energy and/or environment or in a closely related field in an analytical regulatory, strategy, or related business function
- Exercise sound judgment, creative problem solving, effective dispute resolution, and commercial awareness.
- Manage multiple priorities, meet deadlines, and quickly adapt to changing priorities in a fast-paced dynamic environment.
- Work as needed to attend evening and weekend meetings and presentations. Ability to travel throughout the region to attend meetings and functions.
- Strong technical analytic skills
- Knowledge energy program design

- Strong written and oral communications skills
- Experience in representing your organization and partnering with external stakeholders
- Experience managing technical products and people
- Team player, effective and organized project manager and leader, ability to question and impact group consensus, ability to prioritize, be nimble, and self-directed in a highly fluid and rapidly changing environment
- Passion for contributing to the success of community choice aggregation in California
- Bachelor's degree required; advanced degree preferred

Working Conditions

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 20 pounds. EBCE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

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, current resume including education, writing sample if applicable, and 3 professional references. Please email these documents and any questions to: jobs@ebce.org.

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