



## **Job Description – Program Manager, Schools & Commercial Efficiency**

*Posted February 6, 2019, Closes March 18, 2019*

The Philadelphia Energy Authority (PEA) is an independent municipal authority chartered by City Council and the Mayor in 2010, focused on issues of energy affordability and sustainability for Philadelphia. In early 2016, in partnership with City Council President Darrell Clarke, PEA launched the Philadelphia Energy Campaign, a \$1 billion, 10-year investment in energy efficiency and clean energy projects in 4 sectors: City buildings, public schools, low- and moderate-income housing, and small businesses. We believe that energy is an important vehicle for reducing poverty, improving education, strengthening communities and leveraging public investment.

**Job Title:** Program Manager, Schools & Commercial Efficiency

**Reports to:** Executive Director

**Number of direct reports:** 0

**Location:** 1400 JFK Blvd (City Hall), Room 566, Philadelphia, PA 19107

**Open Date:** February 6, 2019

**Close Date:** March 18, 2019. Applications will be accepted on a rolling basis since PEA is seeking to hire immediately.

**Exempt/Non-Exempt Status:** Exempt (Full-Time)

### **Position Summary:**

The Program Manager is a mid-level position that will manage one or more of the sector programs for the Philadelphia Energy Campaign. This includes driving program strategy, developing partners, planning and implementation with support from the Executive Director and other PEA staff, consultants and interns. The Program Manager will be key in converting pilots to long-term programs that achieve energy cost savings, create jobs and other metrics as appropriate.

This position will focus on supporting the School District of Philadelphia's Energy Performance Contracting and solar schools work, lead PEA's efforts to roll out Commercial Property Assessed Clean Energy financing for Philadelphia, and other commercial project technical support as appropriate.

### **Key Success Factors:**

We have a strong preference for someone with experience and expertise in energy performance contracting, renewable energy, energy efficiency and an essential understanding of the core concepts of building energy use, operations, maintenance and performance. A background in energy services, clean energy project development, building science or energy engineering would be helpful, and might take many forms. Experience with large energy transactions will be critical.

PEA seeks a self-starter with an entrepreneurial mindset – a person who is comfortable wrapping their head around big ideas and developing ways to execute, who is focused on results rather than tasks, who

has demonstrated active leadership and knows how to develop partnerships, who regularly takes on stretch experiences with gusto.

The ideal candidate will have experience and a high comfort level communicating with different stakeholders in various sectors (e.g. finance and investors, community development agencies, elected officials, energy service providers, school and City officials, housing developers, business owners, utilities, etc.), on both technical and non-technical matters. The ability to communicate technical concepts in layman's terms would be extremely valuable in this position.

A commitment to Philadelphia and a passion for energy, sustainability, climate change, and/or poverty, equity and economic development issues are essential.

### **Job Responsibilities:**

- Providing technical assistance, support and engagement to the School District of Philadelphia and their consultants on energy performance contracting, helping to develop and encourage the District as they begin considering scalable solar deployment and solar-ready policies.
- Work with the Executive Director to finalize Program Guidelines, support City Council's understanding of and passage of authorizing legislation, and ultimately launch Commercial Property Assessed Clean Energy (C-PACE) financing for Philadelphia. This may include outreach and communication to various stakeholder groups and some project development.
- Building upon existing Energy Campaign program plans in the assigned sector(s) to advance existing pilots and develop additional pilots as necessary. Identify scalable models for achieving sector goals, and find win-win-win opportunities among key participants to ensure long-term success.
- Evaluating and refining (or redesigning) existing programs, developing key metrics
- Bringing pilots to scale, which will include a range of activities including, but not limited to: program promotion, communications and recruitment, business development, stakeholder engagement, procurement, analysis and reporting, fundraising and financing.
- Managing, finding, funding and procuring interns and consultants as needed
- Other duties as assigned

### **Qualifications:**

- Bachelors' degree required, relevant graduate degree desired.
- 5+ years of relevant work experience, in particular working on large energy projects. Work experience might be (but is not limited to): energy services companies, utilities, clean energy, project management, facilities management, sustainability, business development or account management in energy, entrepreneurship, consulting, finance.
- Comfortable with MS Office (including Excel), basic social media. Proficient in project planning tools (e.g. MS Project, Asana)
- Excellent written and verbal communications skills, strong interpersonal skills
- Ability to thrive in a busy environment managing multiple priorities, objectives and deadlines. Works well under pressure.
- Demonstrated track record of taking on and successfully completing complex projects. Knows how to get things done, how to be helpful, and how to be pleasantly persistent.
- Philadelphia residency required within 6 months of taking the position.

**Salary & Benefits:** Compensation will be commensurate with experience and skill set. Benefits include (but are not limited to) a generous healthcare package, retirement benefits and paid time off.

**To Apply:** Submit a brief, persuasive cover letter describing why you are the best fit for this position and including at least one example of a stretch experience you've taken on professionally, along with a resume to Emily Schapira, Executive Director at [jobs@philaenergy.org](mailto:jobs@philaenergy.org). Incomplete applications will not be considered. Inquiries or clarifications are preferred to be submitted via email.

*The Philadelphia Energy Authority is an Equal Opportunity employer and does not tolerate discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.*