



Title: Program Director, Energy Services
Location: SBC Headquarters Truckee, California, when allowable per COVID-19 – with potential for a post-COVID-19 hybrid office/remote work-from-home schedule
Start Date: February 15, 2021, or sooner if available
Type: Full Time, Exempt
Open until: Filled
Salary: \$65,000 to \$75,000, depending on experience

Sierra Business Council

Are you a skilled professional looking to work in a dynamic environment on some of the most pressing issues of our time, including climate change, renewable energy, forest health, and rural community resilience? Sierra Business Council (SBC), a non-profit organization based in Truckee, California, wants to talk to you!

SBC is a leader in developing and implementing “triple bottom line” solutions that foster and balance economic, social, and environmental capital via on-the-ground projects and initiatives throughout the 22-county Sierra Nevada region of California. Our work places us on both the state and national stage advocating for the diverse and inspiring Range of Light, and we are looking for a passionate and proven leader to direct SBC’s program work in the energy services and climate planning fields.

Summary of Position

The **Energy Services Program Director** reports to SBC’s Vice President of Climate and Energy and is responsible for managing SBC’s energy services team and providing day-to-day leadership of SBC’s energy services program activities, including the Sierra Nevada Energy Watch local government partnership with Pacific Gas & Electric (PG&E), Community Choice Energy efforts, energy efficiency planning and project development, and other climate- and energy-related program undertakings.

The Energy Services Program Director plays a key role in program budgeting, project pipeline development and support, and staff management and professional development, as well as supporting new business development and strategic planning in concert with the Vice President and management team. **The ideal candidate** will have energy-related customer service and project identification and development experience, as well as familiarity with California’s investor-owned utilities and their energy efficiency incentive and on-bill financing programs. Knowledge of the regulatory landscape related to utilities and the California Public Utilities Commission is a plus.

Essential Functions and Responsibilities

- Energy Efficiency & Climate Planning Program Management:
 - Manage program development, implementation, and monitoring;
 - Develop and maintain productive relationships with clients, local government staff, elected officials, utility staff, and community partners;
 - Monitor and regularly report to SBC and clients regarding program goals, achievements, and forecasts.
 - Develop and oversee implementation of solicitation strategies for customer identification and engagement;

- Facilitate or attend customer, stakeholder, and partner meetings as necessary;
- Provide technical expertise and leadership to SBC team members in their relationships with potential customers, project contractors, TradePros, BES representatives, distributors and manufacturers of energy efficiency equipment, etc.
- SBC Energy Efficiency & Climate Planning Team Management and Supervision:
 - Collaborate with Vice President to oversee and supervise team members, including part-time staff or contractors, interns, volunteers, etc.
 - Support staff recruitment, team capacity/time allocations, timesheet/expense report review and approvals, annual performance reviews, staff support and problem-solving, budget tracking, and client invoicing;
 - Provide general support to SBC team and clients/customers, including overseeing development of program deliverables, troubleshooting issues, strategizing, and advising as necessary.
- Program Communications & Outreach:
 - Provide oversight of the team's work with SBC communications staff, including updates to SBC website and communications marketing/PR materials that relate to the energy services program;
 - Coordinate with Government Affairs Director on key energy policy issues.
- Future Planning and Business Development:
 - Work with Management Team to develop forward-looking energy strategies and identify/monitor new program opportunities;
 - Contribute to new project/revenue development through project proposal development (including workplans and budgets), grant-writing, and other support activities;
 - Participate in meetings with new business prospects.
- SBC Administration:
 - Annual program planning and budget development;
 - Regular staff meetings and program updates;
 - Quarterly SBC Board reports and meeting presentations;
 - Strategic forecast assessment reports;
 - Strategic team meetings.

Qualifications / Skills

Minimum Qualifications

The right candidate will: have a track record of working independently and with limited supervision at the same time as being comfortable working as part of a collaborative team; know or have the ability to quickly acquire working knowledge of the political and business environment of the rural Sierra Nevada region; and have demonstrated experience conducting and/or managing energy efficiency and climate planning projects, including energy audits, benchmarking, greenhouse gas inventories, climate and/or energy action plans, and direct installation of energy efficiency measures.



The most competitive candidate will also exhibit the following qualifications, skills, and subject matter expertise:

- Minimum 3 Years of Program Management experience;
- Direct sales and marketing experience;
- Knowledge of investor-owned utility energy efficiency programs;
- Knowledge of energy efficiency technologies, including lighting, refrigeration, and HVAC;
- Excellent written and oral communication skills, including experience, comfort, and proficiency with public speaking on behalf of programs and/or organizations;
- Excellent time management and organizational skills;
- Strong technical aptitude and ability and desire to learn;
- Intermediate or greater level of expertise with Microsoft Excel, Word, PowerPoint, GSuite (docs, sheets, calendar, email);
- Positive attitude and strong focus on teamwork;
- Bachelor's degree in Engineering, Energy Management or related discipline or equivalent work experience;
- Possession of a properly registered and insured personal vehicle, and a valid California Driver's License.

Additional Preferred Qualifications

- Use of project management software, such as Asana;
- Use of contact management software, especially Salesforce;
- Use of GIS mapping software;
- Some website development experience a plus;
- CEM and/or PMP certification a plus.

Physical Requirements:

This position may require walking through buildings to perform energy audits which may at times involve climbing a ladder and walking up multiple stories of stairs. The position also involves sitting at a computer for up to 8 hours per day and may require the ability to lift 30 pounds. Travel for this position can be frequent and may involve some weekends and overnight stays throughout the Sierra Nevada and other regions in California, once COVID-19 restrictions are lifted.

Please send resume and cover letter to Tyra Frizelle at careers@sierrabusiness.org with the position title in the subject line.

For additional information about Sierra Business Council please visit:
www.sierrabusiness.org

The Sierra Business Council is an Equal Opportunity Employer