

**Position:** Program Manager (Energy Optimization)  
**Reports To:** VP, Programs  
**FLSA Class:** Exempt  
**Supervises:** Interns & Fellows

**Position Summary:**

The Program Manager is responsible for managing NCSEA's Energy Optimization program, as well as interconnected projects associated with the program. The intent of the Energy Optimization program is to guide state policy and programmatic work that incorporates energy efficiency and demand response strategies to reduce energy use in residential, commercial and industrial buildings. The Program Manager develops program strategy and objectives, identifies key policy and regulatory outcomes that advance energy optimization, guides team members through implementation, and ensures programs and projects are aligned and integrated across the organization. This work would support NCSEA's approach on decarbonizing the energy system through policy, research, and strategic programs, prioritizing impact-driven, evidence-based, inclusive, and cost-effective clean energy solutions.

**Responsibilities:**

- Ensure that Energy Optimization Program work successfully integrates with the organization in multiple ways:
  - Provides market level intelligence that informs and directs policy goals and strategies to achieve statewide objectives
  - Is knowledgeable of and responsive to policy needs to help educate decision makers in multiple venues
  - Works with members and partners to identify legal and regulatory barriers that hinder market development and develops policy priorities to remedy
- Manage program and project teams to ensure goals are met and optimal return-on-investment is achieved.
- Strategize, implement, and maintain program initiatives that adhere to organizational objectives.
- Work closely with project sponsor, cross-functional teams, and assigned project managers to plan and develop scope, deliverables, required resources, work plan, budget, and timing for new initiatives.
- Identify key requirements needed teams and external vendors.
- Work with other program managers to identify risks and opportunities across multiple projects.
- Develop and manage budget and funding channels for program and associated projects.
- Develop program assessment protocols for evaluation and improvement.
- Maintain organizational standards of satisfaction, quality, and performance.
- Coordinate and delegate cross-project initiatives.

- Analyze, evaluate, and overcome program risks and obstacles.
- Produce program reports for leadership and stakeholders.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Subject Matter Expertise – Possesses significant knowledge in the field of energy optimization, including industry, public policy, stakeholders, and technologies.
- Policy Expertise – Is knowledgeable and experienced in energy optimization policy, and able to translate that into program planning and organization-wide initiatives.
- Team Player – Fosters teamwork and collaboration across multiple teams. Willingness to set aside one's own priorities in order to help a team member.
- Leadership – Able to inspire, guide, and lead colleagues on projects and initiatives.
- Business Acumen – Possesses understanding and insight into how organizations perform, including business processes, data, systems, and people.
- Business Tools and Technologies – Demonstrated proficiency with a wide range of business systems and technologies, including Microsoft platforms.
- Financial – Familiarity with financial concepts including accounting, budgeting, fund-raising, assets and liabilities, and risk assessment.
- Communication – Effectively communicates to stakeholders at all levels, both verbally and in writing.
- Program and Project Management – Understands and easily transitions between different projects, concepts, initiatives, and work flows.
- Judgment – Exercises prudence and insight in decision-making process while mindful of other stakeholders and long-term ramifications
- Organization – Manages time, projects and activity effectively; Able to prioritize and re-prioritize based on business needs.
- Flexibility – Skilled at transitioning between big picture strategy and programmatic details, as well as adapting to the ever-changing clean energy landscape.
- Curiosity – Exhibits an inquisitive nature and the ability to question the status quo among a community of people they enjoy and teams that work well together.
- Humility – exhibits grace in success and failure while doing meaningful work where skills have impact and make a difference
- Willingness – Hunger to constantly learn, share, and grow and to view the world as their classroom.
- Motivation and Influence – Able to inspire and motivate others to carry out program and project implementation.
- Problem Solving – Able to quickly identify and solve issues related to program and project management.

### **Qualifications**

- Bachelor's Degree in Business Management, Policy, or scientific field related to program area. Advanced degree preferred.

- Minimum of 5 years experience in program or project management.
- Minimum of 2 years experience related to energy optimization, including familiarity with the industry and policy landscape in North Carolina.
- PMP certification preferred.
- Intermediate-Advanced proficiency with Excel, Access (or similar database), Outlook, PowerPoint and Word. Data analytics and creative (Adobe) tools are a plus.

**Salary Range:**

\$57,212 - \$85,818

In addition to offering a competitive base salary, NCSEA provides a comprehensive benefits package that includes generous paid leave, 11 paid holidays, health/dental/vision plans, retirement plan, professional development, and a supportive, employee-centered work culture.

**How to Apply:**

Send your resume and a letter of interest to:

[Careers@energync.org](mailto:Careers@energync.org)

**NCSEA is proud to be an Equal Opportunity Employer.**

We do not discriminate based upon race, religion, color, national origin, gender (Including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. NCSEA believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.