
CEE Job Opportunity: *Commercial Program Manager*

The Consortium for Energy Efficiency (CEE) seeks an enthusiastic and experienced individual to join the Commercial Sector Team as a Program Manager. The individual will be part of a four-member team and report to the Senior Program Manager for the Commercial Sector. CEE (www.cee1.org) is a consortium of over 120 energy efficiency program administrators from across the U.S. and Canada. By working together at CEE, organizations that have a regulatory or legislative mandate to administer local or regional energy-efficiency programs leverage the effect of their funding dollars, exchange information on effective efficiency program approaches and practices and achieve greater energy savings for the public benefit.

The individual will support bi-national, commercial sector energy efficiency initiatives and have responsibility for development and ongoing support of these initiatives. This individual will lead CEE members through a committee process to identify and pursue energy efficient building technologies, services and management opportunities.

In addition to being a well-rounded professional, the ideal candidate will demonstrate superior communication skills, have the ability to manage multiple projects and tasks and have an interest in energy efficiency in buildings. The candidate should have an aptitude for: 1) researching, understanding, and organizing multi-dimensional concepts and systems; 2) filtering information for critical insights or leverage points; 3) understanding technical concepts and technologies and communicating these concepts for different audiences; and 4) theorizing and then applying analytical approaches to test a theory over time.

Job Responsibilities Include:

1. Convene and facilitate regular meetings of CEE members to discuss and advance current commercial work area objectives
2. Work with CEE members on an ongoing basis to evaluate and prioritize new commercial building energy efficiency opportunities and program opportunities of mutual interest.
3. Conduct directed, secondary research on energy-efficient products, practices and services applicable to the commercial sector, including assessments of current market conditions, energy savings opportunities, emerging technologies, legislative and industry developments, and recommended strategies for affecting national markets. Organize and summarize research findings and committee inputs in written correspondence as well as in presentations to staff and CEE members.
4. Analyze and synthesize information and data and conduct quantitative analysis to inform CEE work products.
5. Support consensus building among CEE members and alliance building with other industry and government stakeholders players (e.g., manufacturers, distributors, trade associations, etc.) on approaches to accelerate market acceptance of energy-efficient products and services.
6. Participate in the planning and facilitation of CEE meeting sessions and represent CEE in meetings and public settings.
7. Develop and maintain committee resources, including web-based committee work space.

Requirements:

- A graduate degree or equivalent professional experience in a relevant field (energy management, engineering, building sciences, architecture)
- A minimum of 2-3 years of professional experience in a relevant or related field (architecture, building sciences, energy consulting, research and development, energy management, engineering)
- Aptitude for critical thinking, quantitative and qualitative analysis
- Research prowess to understand market motivations and dynamics and identify market leverage points to inform work direction
- Interest in and general understanding of building systems
- Superior oral and written communication skills
- Ability to work in a team focused and dynamic work environment and willingness to be flexible as sector work priorities change or shift
- Proficiency with Microsoft Office suite including Word, Power Point, and Excel
- Interest in group facilitation and in leading groups and individuals through a consensus building process
- Familiarity with utilities and the energy industry
- Willingness to travel (averaging approximately 1 trip quarterly)

Compensation:

Competitive salary and benefits commensurate with experience. Excellent work/life balance benefits.

For information about CEE:

See our Web site www.cee1.org.

Application information

Applications will be reviewed upon receipt. Please submit the following by July 16, 2010:

- Cover letter summarizing your qualifications as they relate to CEE and this position. In the cover letter please address the following aspects:
 - Why does the work of CEE resonate with you?
 - Why do you think that CEE is a good fit?
 - How have your experience and skills prepared you to fulfill the job responsibilities detailed?
 - What questions do you have about the work of the organization in accelerating the uptake of energy efficient practices and technologies in the market?
- Resume;
- Writing sample (five pages maximum) that demonstrates your research and analytical reasoning skills with regard to energy, technologies, or market dynamics.

Contact

Please send above via e-mail to hr@cee1.org

or mail to:

Attn: Laura M. May
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CEE is an Equal Opportunity employer.
