



**Title:** Sr. Program Director, Energy Efficiency & Climate Planning  
**Location:** Truckee, California  
**Start Date:** ASAP  
**Type:** Full Time  
**Open until:** Filled  
**Salary:** DOE

Do you dream of working in a dynamic, professional environment on some of the most pressing issues of our time, all while living in one of the most inspiring places in the world? Sierra Business Council, a non-profit organization based in Truckee, California, 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 Sierra Nevada region. Our work places us on both the state and national stage advocating for the diverse and inspiring Range of Light on issues including water, forest management, and climate change adaptation and mitigation. We are looking for a passionate and proven leader to head our energy efficiency and climate planning programs.



The Sr. Program Director, Energy Efficiency & Climate Planning is a senior-level position at SBC that assumes primary responsibility for day-to-day leadership and management of SBC’s current and future programs as they relate to energy efficiency and climate planning. The Director will be actively engaged in the development of and the implementation of SBC’s ongoing Strategic and Business Plans. This position will play a key supporting role in organizational strategic direction, business planning, and project planning in concert with the management and strategic team.

This position will direct the day to day operations of the Sierra Nevada Energy Watch, ensuring the program is on budget and meeting goals as outlined in SBC’s contract with Pacific Gas & Electric Co. This position will oversee the development of and successful execution of SBC’s energy planning, climate outreach and other programs offered.

### **Primary Responsibilities**

- Administration & Staffing Management
  - Organizes, coordinates, directs, and supervises the activities and operations of the program staff
  - Review & Approval of timesheets & expense reports
- Budgets & Invoicing
  - Monthly Invoicing



- Annual Program Budgets
- Client & Contract Management
  - Program Relationship Management (POC, Strategy, Issues, Concerns, etc.)
  - Development, Management & Updates to Policy and Procedures Manual & Program Management Plans
  - Monitor & Report on Monthly Program Goals and Forecast
  - General Support of Program Deliverables & Goals with Staff, including troubleshoot issues, strategize & advise as necessary
- Stakeholder Engagement
  - Attend & Engage in Stakeholder Meetings as Necessary
  - Develop Relationships, Support and Engage with Contractors, Distributors and Manufacturers
- Program Communications & Outreach
  - Oversight / Coordination with Communications Director on Updates to SBC Website and Communications Marketing/PR Material
- Business Development & Regulatory
  - Recruit New Program Participants to Programs
  - Create & Monitor New Program Opportunities Worksheet
  - Participate / Lead in Meetings with New Business Prospects as Necessary
  - Participate / Lead Grant Applications & Project Proposals as Necessary
  - Participate in CPUC Tracking & Policy Ruling around Energy, Energy Efficiency, Renewable Energy, etc.
- SBC Administration
  - Quarterly Board Reports & Meetings
  - Strategic Forecast Assessment Reports
  - Strategic Team Meetings

### **Required Qualifications, Skills & Experience**

The right candidate will have or quickly acquire an active knowledge of Sierra Nevada energy efficiency and climate planning issues. He/She will understand the political and business environment of the Sierra Nevada. The right candidate will have a background and demonstrable record of accomplishment in energy efficiency, climate planning and project management with a record of increasing responsibility.

The successful candidate will be exemplary in the following set of qualifications, skills and knowledge of:

- Minimum 7 Years of Program Management Experience
- Knowledge of energy efficiency technologies including lighting, refrigeration and HVAC
- Experience conducting energy audits in commercial, municipal and small & medium sized business facilities
- Excellent time management and organization
- Ability to acquire and use technical aptitude
- Positive attitude and strong focus on teamwork
- Minimum three years of sales and effective marketing experience
- Knowledge of IOU and CPUC energy efficiency programs
- Advocate of socially responsible values especially within the Sierra Nevada region
- Bachelor's degree in Engineering, Energy Management or related discipline or equivalent work experience
- CEM and/or PMP certification a plus



This is a senior-level staff position, reporting to the Vice President of Programs and closely coordinating outreach activities and strategic direction with the President. The position requires residing in Truckee, CA. This position will require frequent travel within the Sierra and occasional travel to state financial centers such as Sacramento and San Francisco.

**Physical Requirements:**

This position requires 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 is frequent and may involve some weekends and overnight stays throughout the Sierra Nevada and other regions in California.

**About the Sierra Business Council:**

Sierra Business Council (SBC) is a nonprofit organization with a mission to foster thriving communities through “on-the-ground” projects that promote, develop and amplify the regions social, environmental and economic capital. We pioneer and demonstrate innovative approaches and solutions to increase community vitality, environmental quality, economic prosperity, and social fairness in the Sierra Nevada. Through innovation, integrity, and respect, the Sierra Business Council harnesses these opportunities by implementing projects that demonstrate proactive and positive adaptations to a shifting environment, economy, and population. These projects will empower the Sierra Nevada to become the best place to raise a family, seek adventure, learn, engage in community, grow a business, and find meaningful work – a place of hope and accomplishment.

**Contact**

For inquiries, please visit [www.sierrabusiness.org/get-involved/sbc-careers](http://www.sierrabusiness.org/get-involved/sbc-careers) . Please send your resume and cover letter to [info@sierrabusiness.org](mailto:info@sierrabusiness.org).