



Title: Program Director, Energy Efficiency
Location: Truckee, California
Start Date: March 1, 2018, or sooner
Type: Full Time, Exempt
Open until: January 22, 2018
Salary: DOE

Summary of Position

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 programs.

The Program Director, Energy Efficiency is a senior-level position at SBC that reports to the Vice President, Climate and Energy and closely coordinates outreach activities and strategic direction with the President. The Program Director assumes primary responsibility for day-to-day leadership and management of SBC’s current and future energy programs. The position will also be actively engaged in the development and 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 Program Director 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 current contract with Pacific Gas & Electric Co., and will be a primary developer and implementer of our future Local Government Partnership, Community Choice Energy, and other energy programs going forward.

Essential Functions and Responsibilities

- Strategy and Future Planning
 - Work with Management Team to develop forward-looking energy strategies
 - Develop workplans to implement strategies and achieve measurable results
- Administration & Staffing Management
 - Organize, coordinate, direct, and supervise the activities and operations of program staff
 - Identify professional development opportunities for program staff
 - Work with other Program Directors to identify cross-program development and support opportunities
 - Review and approve timesheets and expense reports
 - Conduct annual performance reviews for program staff



- Budgets & Invoicing
 - Monthly invoicing
 - Annual Program Budget development
- Client & Contract Management
 - Program relationship management (POC, Strategy, Issues, Concerns, etc.)
 - Development, management and updates to Policy and Procedures Manual and Program Management plans
 - Monitor and report on monthly program goals and forecasts
 - General support of program deliverables and goals with staff, including troubleshooting issues, strategizing and advising as necessary
- Stakeholder Engagement
 - Attend and engage in stakeholder and partners 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
 - Coordination with Government Affairs Director on key energy policy issues
- Business Development & Regulatory
 - Recruit new program participants
 - Create and monitor new program opportunities
 - Participate / Lead in meetings with new business prospects
 - Participate / Lead grant applications and project proposals
 - Participate in CPUC tracking and policy rulings around energy, energy efficiency, renewable energy, CCEs, etc.
- SBC Administration
 - Quarterly Board reports and meeting presentations
 - Strategic forecast assessment reports
 - Strategic team meetings

Qualifications / Skills

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 5 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 organizational skills
- Ability to acquire and use technical aptitude
- Positive attitude and strong focus on teamwork
- 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
- Sales and effective marketing experience a plus
- CEM and/or PMP certification a plus

The position is based in Truckee, California, so the ideal candidate will reside in or near the area. 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 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 is frequent and may involve some weekends and overnight stays throughout the Sierra Nevada and other regions in California.

Sierra Business Council is an Equal Opportunity Employer

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