

# IMPACT Community Action

## Job Description

### **Title: Program Manager – Energy Efficiency**

**Job Summary:** Manages Energy Efficiency program. Develops, implements, and manages program policies, practices, and processes. Oversees and directs team assigned to implement specific program services.

**Reports to:** Director of Energy Efficiency and Housing

**Job Duties:** *Job Duties listed represent the major responsibilities for the job. Each specific position within a job title may require more specific duties, processes, skills, or assignments. Other duties are assigned on an as needed basis and may require additional skills and competencies.*

- Develops and implements practices, processes, and policies for energy efficiency programs. Assists in the development and design of the energy efficiency programs to achieve agency goals and objectives. Provides input to program strategy and agency strategic plans.
- Develops and maintains relationships with AEP and other contractors
- Participates in community outreach efforts to promote energy efficiency programs
- Ensures compliance with all funder requirements
- Completes required program data entry into multiple databases including OCEAN, Salesforce, CC Systems and other as funder requires
- Resolves issues and problems as they arise
- Manages daily operations for energy efficiency programs. Ensures all budget and financial related activity and reporting is accurate, including invoicing, fees, vendor contracts, grants administration reporting.
- Develops and submits program related reports on activity, productivity, finance, operations, and human resources. Analyzes activity and prepares recommendations based on analyses.
- Oversees and directs individuals/team responsible for implementing program(s). Provides direct supervision, including performance management, hiring, team development, and overall management.
- Assists in delivering program services.
- Assists in developing program plans and budget.
- Develops and maintains program knowledge and expertise for assigned area.

#### **Working Conditions and Physical Requirements:**

Standard office environment. Requires ability to operate telephone and personal computer for extended periods of time. Occasional travel.

**Competencies and Knowledge, Skills, and Abilities:**

- Integrity and Trust
- Building Effective Teams
- Managerial Courage
- Decision Quality
- Drive for Results
- Problem Solving
- Interpersonal Savvy
- Priority Setting
- Total Work Systems
- Verbal, Written Communication Skills applications)
- Verbal, Written Communication Skills
- Technical Skills (e.g. PC applications)
- Functional Knowledge and Skills – examples:
  - knowledge of energy efficiency programs, practices, processes, and regulations
  - knowledge of budgeting, financial and programmatic reporting

**Minimum Education and Qualifications:**

BA/BS in related field or equivalent knowledge/experience.

Four years experience in program implementation with responsibility for reporting and feedback.

Ohio Driver's License and reliable transportation and ability to meet Agency's transportation insurance requirements

*Preferred:* Masters degree in related field. Experience in a supervisory position. Experience in energy efficiency programs.

**Equal Opportunity Statement:**

*IMPACT Community Action recognizes that a diverse workforce enhances the organization in many ways. We are committed to providing equal employment opportunities that foster diversity and meaningful experiences.*

*Revised: February 2019*