



Position Description

CNT Energy seeks an experienced and professional Program Manager to lead its expanding Commercial and Municipal Energy Efficient Buildings (EEB) program. The Program Manager will develop and lead multiple projects that focus on energy retrofits and building energy performance in existing Commercial and Municipal Buildings. This position requires the ability to manage and work with professionals across a wide variety of disciplines and firms.

Organization Description

CNT Energy is a non-profit organization whose mission is to provide economic and environmental benefits to households, building owners and communities through energy efficiency and conservation. CNT Energy is experiencing rapid growth in three main areas:

- (1) Residential Real-Time Electricity Pricing and Smart Grid Development,
- (2) Energy Efficiency in Residential and Commercial Buildings, and
- (3) Community Energy Planning and Energy Information Center.

CNT Energy is an affiliate of the Center for Neighborhood Technology (CNT), a 33-year old non-profit organization whose mission is to promote the development and perpetuation of vibrant urban communities that are environmentally and economically sustainable, both in the Chicago region and throughout the United States. CNT has a second affiliate, I-GO Car Sharing, Chicago's only non-profit car-sharing organization.

Accountability

The Commercial and Municipal Buildings Manager reports directly to the Chief Operations Officer of CNT Energy. The Commercial and Municipal Buildings Manager will be a member of CNT Energy's Management Team and will be a peer of the Multi-family and Single Family Building Managers.

Responsibilities

- Lead the delivery of energy efficiency services for the commercial building sector with an emphasis on complex and/or specialized building types: such as nonprofit entities, municipal sector, campuses and multi-tenant commercial and/or industrial real estate properties
- Design, implement, and administer energy efficiency retrofit and benchmarking programs for owners, municipalities, and utilities
- Develop and maintain strong working relationships internally and externally with key stakeholders, including but not limited to commercial/industrial councils, trade organizations, business owners, property managers, financial institutions, and policy-makers
- Develop energy project goals, objectives, strategies, or initiatives in collaboration with CNT Energy staff and other energy or sustainability professionals
- Direct energy retrofit and benchmarking operations to achieve cost-effective results and ensure compliance with governmental, utility or environmental regulations
- Develop energy reports for commercial and government clients using established and emerging energy and sustainability reporting frameworks and protocols. May also include greenhouse gas inventories, transportation, waste or other metrics

- Assess energy efficiency improvements (retrofits) using criteria such as cost effectiveness, technical feasibility, reliable technical measures, metrics, strategies and market acceptance
- Develop reports and presentations to communicate benefits of energy retrofits and benchmarking to broad groups of stakeholders including but not limited to: utilities, commercial real estate, industry groups, media, government, foundations and nonprofits
- Monitor and evaluate effectiveness of CNT Energy programs in coordination with CNT Energy's Director of QA/QC and Director of Research
- Contribute to CNT Energy research and policy on energy issues, concerns, or stakeholder interests
- Perform other duties as required

Qualifications

- Bachelors degree required. Master's degree in related field or additional relevant education preferred
- Five to seven (5-7) years of experience of relevant preparatory work required, including:
 - Experience managing energy efficiency programs
 - Administrative management involving managing contracts, reporting activities and business development
 - Program participant recruitment and conversion
 - Budget management
 - Tracking and reporting on program performance
 - Strong quantitative, analytical and broad problem solving skills
 - Leadership experience and negotiation skills
 - The ability to translate qualitative and quantitative data into strategic deliverables
 - Demonstrates business maturity and the capacity to manage clients' confidentiality requirements
 - Energy research, financial analysis, modeling and policy experience desired
- Strong verbal and written communication skills
- The ability to work independently and as part of a team as well as managing and coordinating the day-to-day activities of a small staff
- Ability to analyze data in order to identify market and business opportunities
- Ability to work under pressure and meet tight deadlines with high degree of accuracy

Anti-Discrimination Policy

The Center for Neighborhood Technology is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age, disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation and training.

This is an Exempt position. Salary is commensurate with experience.

To apply, please send cover letter, resume, and salary history to:

Center for Neighborhood Technology

2125 W. North Avenue

Chicago, IL 60647

Fax to 773-278-3840 or email to mquezada@cntenergy.org

No phone calls please.