Job Posting Announcement
Program Manager

About Evergreen Consulting Group

Our team consists of “best-in-class” individuals who are self-starters and consistently deliver results and value that exceed our client’s needs. If you want to work in a growing industry with a virtual company that will challenge you in a fast-paced, results oriented environment, we might be a great place for you to thrive.

We are an Oregon-based company with a team of professionals over eight western region states. We specialize in energy efficiency program design, implementation, marketing, and support services to utilities, energy efficiency organizations, and businesses; key focus on trade ally outreach and implementation.

The 80-person firm was established in 1997 and provides regional leadership with a special focus on developing and maintaining market-based trade ally networks as well as other leveraged strategies to achieve cost-effective energy efficiency results.

Position Description: Program Manager, Pacific Northwest

Design, develop, manage, and continuously improve energy efficiency programs to meet and exceed clearly established goals working with team members, external resources, and clients.

Key Responsibilities:

- Research, design/develop and implement new strategic initiatives that increase Evergreen’s delivery of valued products and services to clients;
- Research, design and implement internal company strategies and activities, as directed by Evergreen’s Leadership Team, for continuous improvement;
- Provide contract management and improvement support to confirm outstanding performance with key clients for overall delivery of programs;
- Review internal processes, analyze energy efficiency program delivery data and procedures for existing programs and provide recommendations for overall continuous improvement;
- Research “best of class” program designs nationally and provide recommendations to improve and enhance Evergreen’s existing service levels;
- Develop strategy documents, and work plans to guide program implementation actions;
- Provide strategic advice to senior management, team members, clients, and other stakeholders, to help them achieve project goals and program results;
- Develop and successfully manage program budgets to meet the needs of the company and our clients;
- Manage and support field team members to achieve program and contract goals.
Position Qualifications:

- Demonstrated evidence of success in developing and implementing efficient and effective programs within the energy efficiency/utility industry;
- Demonstrated evidence of success in working directly with senior-level executives and decision-makers; and managing diverse priorities among various stakeholders.
- Demonstrated evidence of experience with the development and implementation of research projects involving data collection and analysis;
- Demonstrated experience supervising and supporting staff in achievement of goals;
- Excellent written and verbal communication skills including the ability to synthesize and communicate complex issues to a variety of audiences;
- Demonstrated knowledge of and experience in utility incentive programs;
- Ability to build and maintain strong internal and external relationships;
- Must be self-driven with the ability to work with minimal direction in a virtual environment;
- Some regional travel will be required (5-15% annually).

Preferred Skills/Experience:

- Bachelor’s Degree and prior experience in the HVAC, lighting, energy conservation, or the utility marketing field;
- Minimum of 3 years’ experience in a leadership/management role
- Minimum of 5 years’ experience in the energy efficiency/utility industry;
- Strong project management skills;
- Knowledge and experience in energy technologies and in the commercial & industrial marketplace;
- Intermediate to expert proficiency with all Microsoft Office applications;
- Previous home office experience helpful but not required.

Physical Efforts:

- Sitting for extended periods at a computer;
- Talking on the telephone for extended periods of time;
- Speak/hear. Provide clear, accurate communication.

The Company will make reasonable accommodations, which will allow the employee to perform the positions essential job functions.

Other Requirements:

- Valid driver’s license
- Dependable transportation along with verifiable insurance
- Drug Test – must pass pre-employment drug screen
- Pre-employment background check
**Benefits:** Compensation is very competitive and commensurate with experience in the industry. Company benefits include full employee medical/dental/vision coverage plus short- & long-term disability and life insurance, paid-time off, paid sick time, holiday pay, company contribution to 401(k) program (after three months of successful employment), discretionary bonuses, professional association expenses and development/training support. Evergreen is currently a “virtual” company and includes other non-tangible benefits for top performing employees.

**Evergreen Consulting Group is an Equal Opportunity/Affirmative Action Employer**

Candidate resume and cover letter must be received no later than Friday, November 22, 2019 to:

Phoebe Dineen, SPHR  
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