

**Job Posting Announcement
Program Manager –
Midwest-based**

About Evergreen Consulting Group

Evergreen Consulting Group is a virtual full-service energy-efficiency consulting firm. We employ consultants experienced in advancing energy-efficiency initiatives for a wide array of clients. Our consultants are in strategic locations around the western United States.

We are a supportive team that rewards individual initiative and performance. We have a progressive culture that embraces work-life balance while working in a virtual office environment from your home. This winning combination has resulted in repeated selection among the top companies on Oregon Business Magazine's list of 100 Best Companies to Work for in Oregon.

Successful candidates:

- are highly detail oriented with exceptional organizational skills
 - respond quickly to inquiries and attend to details
 - are self-motivated with a demonstrated independent work history
 - work collaboratively with clients and customers to exceed expectations
 - demonstrate interest and/or experience in energy efficiency
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Position Description:

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:

- Develop and implement new Midwest-based energy efficiency program(s);
 - Provide contract management and improvement support to confirm outstanding performance with key clients for overall delivery of several programs;
 - Manage budget and team to deliver results for the client and company;
 - Research program designs nationally and provide recommendations to improve and enhance Evergreen's existing service levels;
 - Develop client delivery roadmaps for continuous improvement and contract expansion;
 - Research, design/develop and implement new strategic initiatives that increase Evergreen's delivery of valued products and services to clients;
 - Review internal processes, analyze energy efficiency program delivery data and procedures for existing programs and provide recommendations for overall continuous improvement;
 - Develop strategy documents, and work plans to guide program implementation actions;
 - Work with executive management, team members, clients, and other stakeholders, to help them achieve project goals and program results;
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- Develop and successfully manage program budgets to meet the needs of the company and our clients;
- Manage pilots and efficiency measure development process with client and stakeholders.

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 ability to manage budgets and client expectations.
- Demonstrated evidence of experience with the development and implementation of research projects involving data collection and analysis;
- 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 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 energy efficiency, 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 program 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
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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, September 25th to:

Phoebe Dineen, SPHR
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www.evergreen-efficiency.com
