

Bridging The Gap Position Description

Job title	<i>Water and Energy Efficiency Program Manager</i>
Reports to	<i>Executive Director</i>
FLSA	<i>Exempt</i>

Job purpose

Responsible for the development, delivery, and management of energy efficiency programs as part of Bridging The Gap (BTG) energy efficiency portfolio including but not limited to Leak Stoppers and Energy Efficient Homes. This role will coordinate within BTG, other agencies, and the community providing program logistics, marketing, and planning support. Monitor and verify that programs, services, and energy savings are delivered as required. Monitoring, tracking, and providing necessary program performance data for measurement.

Join BTG and share your passion at a forward-thinking organization. Establish yourself in a place where you can truly shine and create a brighter, more sustainable tomorrow.

Job Responsibilities:

Program Management

- Under general oversight, manages energy efficiency programs specializing in delivering energy efficiency recommendations and measures.
- Participate in the development and improvement of energy efficiency programs including evaluation of energy efficiency measures, design of programs, marketing strategy input and outreach.
- Responsible for the development and implementation of annual plans for each assigned program.
- Provide integration with other program offerings by coordinating internal and external stakeholder input.
- Day-to-day management and implementation of various energy efficiency programs.
- Identification, selection, and management of contractors and sub-contractors providing services for efficiency programs in homes.

Community Engagement

- Work with the general public to create social awareness on water and energy efficiency.
- Develop volunteer strategies for mobilization and support in targeted areas.
- Collaborate with community organizations to determine appropriate strategies.
- Design public engagement initiatives to transform underserved communities.
- Identify outreach opportunities by ascertaining community requirements and analyzing how the program can reach targeted groups.
- Provide industry intelligence by analyzing and summarizing data and trends within given areas and identifying opportunities to engage with these areas.

Leadership

- Communicate proactively and effectively with staff, volunteers, contractors, etc.
- Execute effective decision-making through the day-to-day program oversight.
- Lead customer outreach efforts and presentation opportunities.

Financial Administration

- Responsible for supporting program financial objectives are met by preparing annual budget, planning the expenditures, analyzing variances, and carrying out necessary tasks to align with program contracts and grants.
- Identify potential partnerships, contracts, and grants to support efficiency programs.

Client Relationships

- Develop and manage key client relationships to successfully launch and manage programs.
- Manage customer relations issues arising out of energy efficiency programs.
- Fulfill day-to-day requirements to serve customers participating in energy efficiency programs.
- Manage contractor relationships.

Compliance and Reporting

- Assist in the development of detailed progress reports to meet all internal and external reporting requirements.
- Monitor and track performance metrics applicable to each program.
- Update program status reports to accurately monitor progress toward program performance and financial goals.

Professional Development

- Develop continuous knowledge of energy efficiency industry trends.
- Develop content and thought leadership including articles, white papers, presentations, etc.

Qualifications

- Bachelor's degree in a relevant field or equivalent related OR in lieu of a bachelor's degree, 6 - 9 years of stated relevant experience.
- Demonstrated experience in managing programs including assessment.
- Demonstrated ability to lead and develop staff, volunteers, and contractors.
- Maintain community connections in Kansas City, MO.
- Experience and skill doing community outreach.
- Relevant energy conservation/energy efficiency work experience a plus.
- Excellent written and verbal communication skills.
- Ability to interpret population and program data.
- Strong work ethic – ability to lead by example.
- Commitment to diversity, inclusion, and equity in the workplace; valuing all perspectives and encouraging contributions by all team members.
- Be a passionate self-starter.
- Ability to multi-task across various types of projects and deliver a quality work product within the required timeframe.
- Ability to provide analytical and relevant technical support of program and energy efficiency measure evaluation of projects.

- Demonstrated ability to serve as a knowledgeable resource to the organization's management team that provides leadership and direction.

Working Conditions and Physical requirements

Major physical activity frequently used in this position include:

- Standing: Remaining upright on the feet, particularly for sustained periods of time
- Walking: Must be able to frequently move and traverse about on foot to accomplish tasks.

Physical requirements of this position include:

- Light work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force constantly to move objects.

Positions Supervised

Multiple Program Associates/Coordinators and Installers

Salary & Benefits

Benefits include 90% of health, dental and vision insurance, basic life insurance and 100% disability insurance, 2 weeks of paid vacation, paid holidays including the week between Christmas and New Year's Day, supportive team atmosphere and a dog-friendly office.

Pay range is \$45,000 – \$59,000

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity and excellence in service. BTG encourages people of all backgrounds to apply.

To apply, please send (email preferred) a cover letter and resume outlining your qualifications for the position including work background, education, experience, and other skills that may qualify for this position to:

Bridging The Gap
Attn: Kristin Riott
1427 W 9th St, #201
Kansas City, MO 64101
Kristin.Riott@Bridgingthegap.org