



Program Manager, Industrial Sector

The Consortium for Energy Efficiency (CEE) is seeking an experienced individual to join the Industrial Sector Team as a Program Manager. The individual will be part of a four-member team and report to the Principal Program Manager for the Industrial Sector. CEE (www.cee1.org) is a consortium of efficiency program administrators from across the U.S. and Canada that work together on common approaches to advancing efficiency. By working together at CEE, administrators leverage the effect of their funding dollars, exchange information on effective practices and achieve greater energy efficiency nationwide.

Requirements

The successful candidate will play an integral role in achieving CEE member goals for the Industrial Sector via the Motor Decisions Matter Campaign (www.motorsmatter.org). MDM is a national public-awareness campaign sponsored by CEE members, motor industry trade associations, motor manufacturers and others. MDM supports CEE member industrial programs by promoting motor management via:

- Calculation and concept tools that cover the basic components of effective motor management, and perform simplified calculations of life cycle cost analysis.
- Webcasts that describe motor management and demonstrate how to use MDM tools to calculate and communicate motor management and life cycle cost analysis.
- A resource library of helpful resources about topics such as energy legislation, motor repair, motor selection, and DOE and EPA resources.

The primary responsibility for this position is to support the CEE Motors and Motor Systems Initiative by implementing the MDM Campaign. The position requires working with the campaign sponsors to deliver MDM to industrial companies and facilitating the adoption of motor management policies and practices. Increasing the number of CEE members and other campaign sponsors who provide motor management support to their customers, trade allies, and relevant staff is an important goal of this position.

Specific requirements for the successful candidate include the following:

- A graduate degree or equivalent experience (e.g. BA/BS including graduate coursework, honors thesis, or significant applicable employment experience) in a relevant field (e.g. business, marketing, economics are preferred but not required)
- 2-3 years of relevant work experience in a professional work environment (energy efficiency industry and/or industrial sector experience is preferred but not required)
- Demonstrated ability to work constructively with individuals of varied experience levels, backgrounds and personalities
- Experience with life cycle cost analysis and its role in commercial and industrial decision-making
- Strong communication, marketing, and presentation skills (web-based and in-person presentations), including an ability to effectively communicate with diverse groups (e.g. manufacturers, efficiency program administrators, engineers, industrial facility personnel)

- Ability to manage workload across multiple projects and deadlines, including the ability to develop and manage project timelines and stage deliverables
- Willingness to travel (approximately one trip per quarter, with the potential for additional travel)
- Proficiency with Microsoft Office software (e.g. Word, PowerPoint, and Excel) and Website development (e.g. familiarity with html and java)

Responsibilities

The responsibilities for this position include:

- Execute the tasks and deliverables outlined in the MDM Business Plan, including the MDM e-newsletter, MDM webcasts and outreach activities (including gathering feedback from MDM Sponsors and end users who utilize MDM), writing articles for industrial trade press, etc.
- Identify strategic opportunities and approaches to achieve stated objectives and to execute these accordingly
- Develop a system to capture and update technical and market information relevant to the MDM Campaign, CEE Industrial Initiatives and CEE member efficiency programs.
- Identify and engage relevant market actors (e.g., manufacturers, distributors, retailers, builders, contractors, end users, trade associations, efficiency programs, etc.).
- Work to identify and maintain metrics to evaluate the Campaign's success in achieving stated objectives, including web-based statistics and other metrics.
- Maintain the MDM website to ensure that it is attractive, easy-to-use, and current and facilitates achieving the Campaign's objectives.
- Support other CEE Industrial Initiatives (Motors and Motor Systems, Municipal Water and Wastewater) and Explorations (Industrial Program Planning and Energy Management) as needed.

Application Information:

Applications will be reviewed upon receipt. Please submit the following:

- **Cover letter** summarizing the candidate's qualifications as they relate to CEE and this position, including a description of how prior experience and skills prepare the candidate to fulfill the job responsibilities detailed above
- **Resume**
- **Writing sample** (5 pages maximum) which demonstrates analytical reasoning skills

Contact:

Please send above via e-mail to jobs@cee1.org or mail to:

Ted Jones
 c/o Laura May
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You must be eligible to work in the United States independent of company sponsorship. CEE is an Equal Opportunity Employer.

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