

Program Manager, Residential Sector

The Consortium for Energy Efficiency (CEE) is seeking an experienced individual to join the Residential Sector team as a Program Manager. The individual will be part of a five-person team and report to the Senior Program Manager for the Residential Sector. CEE is a consortium of efficiency program administrators from across the U.S. and Canada who 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, by doing so, achieve greater energy efficiency for the public good.

Requirements

The successful candidate will play an integral role in achieving Residential Sector goals and objectives related primarily to the CEE Consumer Electronics Initiative, while supporting efforts on other CEE Initiatives (Lighting, Air Conditioner and Air Source Heat Pumps, Appliances, and Whole House Exploration). Effective completion of this work requires 1) an aptitude for understanding market structures and untapped market value, 2) strong quantitative analytical skills and sensitivity to the implications of information, 3) an appreciation of manufacturing, distribution, retail and other logistical functions important to creating effective markets, 4) an understanding of the parameters of public benefits energy efficiency programs, and 5) an ability to effectively communicate and lead diverse groups to consensus.

Specific requirements 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 (economics, environmental studies, or marketing are preferred but not required)
- 2-3 years of relevant work experience in a professional work environment (energy efficiency industry experience is preferred but not required)
- Ability to understand market motivations and dynamics
- Ability to analyze and synthesize quantitative information for different audiences
- Demonstrated secondary research skills
- Excellent oral and written communication skills
- Demonstrated ability to work constructively with individuals of varied experience levels and personalities to achieve consensus
- Ability to manage workload across multiple projects and to work independently
- Willingness to travel (averaging approximately one trip per quarter)
- Proficiency with Microsoft Office software (e.g. Word, PowerPoint, and Excel)

Experience with the consumer electronics industry, including technical, product development, research, or sales and marketing experience, is preferred though not required.

Responsibilities

The Program Manager will critically review secondary research on energy efficient technologies, frame market and technical concepts for consideration by CEE Committees, conduct technical analysis as needed, and produce white papers that summarize energy savings, market potential, supply chain barriers, and opportunities. Throughout this work, the Program Manager will screen new opportunities against relevance to CEE member efficiency programs, potential energy

savings, and other established criteria. The Program Manager will work with Committees to develop of recommendations for consideration by CEE's Board of Directors.

This position involves identifying and serving the collective program needs of CEE members (primarily administrators of publicly funded energy efficiency programs). This typically consists of building consensus on effective design, implementation, and evaluation of residential efficiency programs. The Program Manager will support CEE Committees by facilitating conference calls and in-person meetings of Committee members (typically 20-35 energy efficiency program managers) and developing white papers to frame and advance Committee work.

In addition, the Program Manager will also:

- Support development of a Consumer Electronics Efficiency Center at CEE, including preparing a business plan.
- Develop a system to capture and update technical and market information that could impact CEE Initiatives and CEE member efficiency programs.
- Develop advanced specifications for products covered under the Consumer Electronics Initiative (possibly including set-top boxes, computers, game consoles) and lead Committee participation in the development and revision of ENERGY STAR specifications as needed.
- Identify and engage relevant market actors (e.g., manufacturers, distributors, retailers, builders, contractors).
- Help identify and arrange for speakers and presentations for program meetings.
- Develop and maintain an area of CEE Web site for Committee use.
- Other duties to be assigned 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 hr@cee1.org or mail to:

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You must be eligible to work in the United States independent of company sponsorship. CEE is an Equal Opportunity Employer.