



Job Opportunity: Residential Programs Manager

September 2009

Overall Responsibilities

The Residential Program Manager furthers NEEP's Regional Initiatives via strategic and tactical planning; and facilitating the coordination of efficiency programs throughout New England, New York, New Jersey and expanding into the Mid-Atlantic States. Additional responsibilities include support of: grants and fundraising; research, analysis and evaluation; workforce development; public policy and other organizational needs. The Residential Program Manager reports to the Director of Regional Initiatives and is a member of a broader team including support staff (Associates) and other Program Managers.

Strategic Planning, Research and Development

Planning: Assist preparation of annual initiative plans to guide NEEP and Initiative sponsors' planning and resource allocation.

Strategy: Facilitate strategic reviews and/or development of initiative goals, objectives and market transformation strategies, and adoption of initiative refinements to increase energy savings and overall cost-effectiveness.

Research: As requested, manage initiative research projects.

Initiative Documentation and Reporting

Reporting: Prepare initiative quarterly and annual progress reports; NEEP Web site updates, and materials for NEEP's newsletter (NEEP Notes); provide information needed for NEEP grant writing, reporting and related communications.

Communications: Facilitate and assist preparation of presentations and reports to increase the visibility and understanding of initiative strategies, activities and results.

Technical Assistance: Research and distribute information to initiative sponsors on relevant technical topics; provide direct technical assistance to initiative sponsors as requested for initiative activities (e.g., participation on advisory committees, referrals, research).



Initiative Facilitation, Coordination and Management

Working Groups: Facilitate and coordinate the activities of the Working Groups for one or more Regional Initiatives including recruiting and orienting Working Group Members; planning and executing Working Group meetings.

Market Activities: Build and maintain working relationships with trade allies; facilitate development, execution and program implementation of cooperative activities between upstream market actors and efficiency programs.

Implementation Support: Coordinate and support initiative sponsor solicitations for joint initiative services and projects, and assist contractor selection process and/or management; coordinate initiative activities with the ENERGY STAR Program and related national and regional efforts including participation in selected conferences and workshops (e.g., ACEEE, CEE).

Internal Coordination: Coordinate initiative activities and materials with other NEEP projects to advance energy efficiency (e.g., building energy codes, appliance efficiency standards, policy outreach).

Qualifications

The incumbent for this position will be expected to have a Bachelor (or higher) degree in business, marketing, or related as well as experience in mass market incentives and marketing, retail merchandising, or mass market energy efficiency program delivery and have knowledge of ENERGY STAR and various energy efficiency program strategies and regulatory constructs.

Application Process:

NEEP offers a competitive salary with comprehensive benefits package. To apply, please send a resume, along with cover letter, salary requirements and at least three references by e-mail to the attention of:

Susan Stocker

Northeast Energy Efficiency Partnerships (NEEP)

E-mail address: sstocker@neep.org

No phone calls, please.

About NEEP: NEEP is a non-profit, mission-driven organization whose objective is to achieve long-term cost-effective energy savings by broadening the market availability and consumer demand for high quality, attractive, energy efficient products and services.

http://www.neep.org/about/neep_residential_manager_august_2009.pdf