Position: Community Energy Program Manager  
Location: Salt Lake City, UT

BACKGROUND: Through a joint initiative, the Institute for Market Transformation (IMT) and Natural Resources Defense Council (NRDC) are establishing long-term partnerships with cities across the country to assist them in the design and implementation of ambitious plans that significantly reduce community energy costs and carbon pollution, create local demand for skilled workers, and produce new market opportunities for private-sector investment in the existing building stock. As part of this initiative, IMT will be providing on-site staff assistance to help cities develop and execute their plans. IMT and NRDC will be partnering with Salt Lake City to help them achieve their municipal and community energy goals.

JOB DESCRIPTION: IMT seeks a Community Energy Program Manager to work with the Salt Lake City’s Sustainability Division and other city agencies to assist with the management, implementation, and outreach for a suite of policies designed to advance energy efficiency in commercial real estate. The Community Energy Program Manager will be part of a network of City Advisors placed in cities across the country to support building energy efficiency policy initiatives, and will therefore be engaged at the local, regional, and national levels to advance the city’s goals. The Community Energy Program Manager will report to the Sustainability Director on a day-to-day basis.

The role calls for a balance of leadership and influencing skills, as the Community Energy Program Manager will interface with key influencers and decision-makers within city government, the real estate sector, utility companies, and at other organizations in the community. In addition, this role will require flexibility and strong organizational and communication skills, as the individual will work on a range of projects and initiatives. Successful candidates will have a track record that demonstrates their ability to work independently, to contribute effectively as a member of a team, and to collaborate across organizations.

To accomplish Salt Lake City’s goals, the Program Manager will:

- In partnership with the city, lead development and plan implementation for Salt Lake City’s building energy efficiency initiatives, and participate in implementation of that plan.
- In partnership with the city, implement a detailed work plan describing the objectives, goals, and responsibilities for the position, and take action on that work plan.
- Ensure the city makes progress on their building energy efficiency initiatives, which may include leading particular projects or aspects of their plan, managing stakeholder engagement, drafting documents and materials, giving presentations, and performing data analysis.
- Perform analysis on various datasets related to the building energy efficiency initiatives proposed by Salt Lake.
- Develop and manage strong relationships with the city government and key stakeholders and partners in the community.
- Maintain appropriate bi-directional communication and information flow with IMT and its identified partners to ensure the organization’s capabilities are fully leveraged on the ground.
- Manage IMT’s efforts with stakeholders and partners at the local, regional, and national levels, as needed. Stakeholders may include academic partners, regional energy efficiency organizations, nonprofits or other companies, and federal agencies.
- Ensure appropriate reporting to IMT and NRDC leadership.

SKILLS AND EXPERIENCE:

- Bachelor’s degree in related field
- Four or more years of post-college work experience, with demonstrated experience of sustainability, green building, energy policy, and/or commercial real estate.
- Strong analytical skills and the ability to work with data.
Knowledge of building energy policy best practices, and experience working within this field. Exceptional program management, strategic thinking, and interpersonal skills are required, including the ability to problem-solve and influence decision-making processes in a diplomatic and collaborative manner. Direct experience managing multi-year projects in a team setting, including developing project plans and managing timelines. Experience with negotiations or inter-organizational cooperation a strong plus. Experience maintaining collaborative relationships with diverse stakeholders to achieve measured results. Comfortable with public speaking in varied settings, ranging from working groups to conferences. Excellent writing skills and ability to tailor messages and materials to different audiences. Understanding of the technical and political background behind Salt Lake City’s responses to climate change or sustainability, including knowledge of policy implementation at the local level.

PLUSES:
- Knowledge and experience related to building sciences, commercial real estate, or energy efficiency in buildings.
- Advanced degree in relevant discipline.
- Experience working within municipal government on environmental policy issues.
- Experience working as a consultant to private or public entities.
- Experience living and working in Salt Lake.

SALARY: Commensurate with experience.

TRAVEL: This position requires travel outside of the Salt Lake metro area less than 10% of the time.

TO APPLY: To submit an application for this position, email a resume and a brief cover letter with “Community Energy Program Manager - SLC” in the subject line to jobs@imt.org.

This position is funded and employed directly by the Institute for Market Transformation (IMT) and located in Salt Lake City’s Sustainability Division. The position is full-time and has guaranteed funding through the end of 2015. Funding is in place to extend the term for an additional 12 to 24 months based on overall project progress and employee performance.

About Us
IMT is a 501(c)(3) nonprofit organization based in Washington, D.C., with a mission to promote energy efficiency in buildings. Achieving that vision requires market transformation, a process of strategic intervention in the market to remove barriers to the broader adoption of energy efficiency in buildings. We work in partnership with policymakers, environmental groups, and business leaders that are helping shape the future of energy efficiency in America. Our efforts contribute to important new policy outcomes and widespread changes in practice that benefit the economy and the environment. For more information, please visit www.imt.org.

We are headquartered in downtown Washington, D.C., a few blocks from the White House. We provide a vibrant, collaborative and flexible workplace that brings together diverse expertise. We empower our staff to constantly learn while achieving big things, and we have a great deal of fun along the way.

IMT values all types of diversity, including racial, ethnic, and gender diversity, and is committed to promoting and fostering diversity within our organization and Board of Directors. IMT is an equal opportunity employer.