



COLORADO
Energy Office

Position: Energy Performance Contracting Program Manager/Team Lead
Reports to: Director of Programs and Initiatives
Classification: Non-classified, exempt

Position Description

The Colorado Energy Office (CEO) seeks an experienced Program Manager/Team Lead to join its Programs and Initiatives team and lead its nationally-recognized Energy Performance Contracting (EPC) Program. The Programs and Initiatives team plays a critical role in delivering on CEO's mission by developing and implementing programs that promote innovative energy production and efficient energy consumption in Colorado. The EPC program, ranked #4 nationally by the Energy Service Coalition's *Race to the Top* for total construction project investments, is one of CEO's longest-running and most successful programs.

Energy performance contracting is a financing tool used to pay for energy and water efficiency improvements through annual utility savings. CEO's EPC Team sets and maintains Colorado's EPC standards for success through effective program design and execution including maintenance of program resources, prequalification of energy service companies (ESCOs) and monitoring their engagement in the Colorado market, and management of program consultants and contracts. The EPC Team provides technical assistance to public agencies by reviewing technical documents, helping them navigate the EPC process, and ensuring that service providers maintain the highest levels of quality.

The EPC Program Manager/Team Lead is responsible for all aspects of program management and program delivery including oversight of CEO's program engineers. CEO's engineers provide technical support to public jurisdictions participating in the program. This support has traditionally been provided by a third party contractor however CEO recently moved to a model in which the majority of support is provided in-house. This represents a fundamental shift in how EPC program services are delivered. The EPC Program Manager/Team Lead will play a vital role in shaping this transition while also growing the program by driving increased levels of participation across Colorado's public sector market.

Candidates for this position should possess extensive experience developing and managing energy efficiency projects and programs; excellent communication skills and comfort in engaging stakeholders at all levels; experience managing or coordinating a professional staff; an aptitude for gathering diverse and sometimes opposing stakeholders to work collaboratively to solve complex problems; and a high level of initiative with the ability to work well in both an independent and team environment.

Responsibilities

- Serve as primary point of contact for CEO's EPC Program.
- Execute and administer purchase orders and contracts; monitor performance of consultants, ESCOs, and other vendors; track and process invoices and program expenditures; and develop and actively manage program budget.
- Update and maintain program resources including contract templates, technical guidance, communication protocols, toolkits, agency MOUs, and other program resources.
- Ensure effective and timely technical support to program participants from introductory presentations to project closeout.

- Set, monitor, and ensure achievement of program goals and objectives; track, update, and report out on key program metrics.
- Oversee day to day work of program engineers and consultants including assigning tasks and allocating work, monitoring progress and workflow, and establishing and maintaining work standards for quality and timeliness of program support and deliverables.
- Prepare collateral resources that support client recruitment and technical assistance, outreach, and education activities including newsletters, presentations, networking, and collaboration with internal and external resources. Grow the program by driving participation across Colorado's public sector market.
- Continuously improve technical, legal, financial, and outreach components of the EPC program through improved processes, policies, strategies, project tracking and portfolio management, communication, and use of project consultants.

Qualifications

- Bachelor's Degree in relevant discipline (business, engineering, finance, public policy, or other related field); additional consideration will be given to candidates with an advanced degree.
- Minimum of 5 years of program management experience, preferably in the energy sector (traditional or renewable fuels; energy efficiency).
- Demonstrated experience managing or coordinating professional staff.
- Working knowledge of energy performance contracting with the ability to communicate the EPC process and translate technical information for a variety of potential and established clients.
- Excellent written and verbal communication skills.
- Strong time management and organization skills.
- Proficiency with the Microsoft Office suite, particularly Excel.
- Organized, detail-oriented, and collaborative, yet self-directed.
- Comfortable working in fast-paced, demanding work environment with the ability to juggle multiple projects and priorities.
- Comfort with planning and carrying out responsibilities with minimal direction.

Expected hiring range:

\$63,000-\$68,000

State of Colorado benefits include:

- Excellent work-life programs including training and professional development opportunities
- Strong, secure, and flexible retirement plans including PERA Defined Benefit or PERA Defined Contribution Plans plus 401K and 457 plans
- Medical and dental health plans
- Paid basic life insurance
- Short and optional long-term disability coverage
- 10 paid holidays per year plus vacation and sick leave

Interested candidates should submit a cover letter outlining their skills and experience as it relates to the job posting, resume, and professional references to nancey.steinheimer@state.co.us.

(Closing date: October 30, 2016)