



LOW CARBON BUILDING TECHNOLOGIES PROGRAM MANAGER

Job Overview

Northeast Energy Efficiency Partnerships ([NEEP](http://www.neep.org)) is a regional nonprofit that promotes energy efficiency and carbon reduction in buildings in Northeast and Mid-Atlantic states. NEEP accelerates collaboration to promote policies, programs, technologies, and best practices in advanced energy efficiency and decarbonization so that homes, buildings, and communities across the region are transformed into efficient, affordable, low-carbon, and resilient places to live and work.

Role of the Low Carbon Building Technologies Program Manager

NEEP's Low Carbon Building Technologies Program Manager will contribute to NEEP's work to accelerate market adoption and uptake of low carbon home and building technologies.

The Manager will oversee a portfolio of work including planning, developing, and managing NEEP's resources and tools, managing peer sharing networks and partner engagement opportunities, and working collaboratively across NEEP's program team. The Manager reports to NEEP's Director of Technology & Market Solutions and may have one or more associates or interns reporting to them. When public health conditions allow, this position may involve some travel across the region and in the U.S. to stay current with the industry, engage support for NEEP's initiatives, and effectively coordinate with relevant national and regional efforts.

Consider this position if you're someone with strong technical, analytic, writing, and communication skills and have a background in building science or energy efficiency technologies.

Responsibilities

NEEP's Low Carbon Building Technologies Program Manager is responsible for performing or overseeing work in the following areas:

Strategy Planning, Research and Development

- **Planning:** Lead preparation of annual program plans and budgets for specific project areas, and inform proposal development to guide and secure resources for NEEP activities
- **Strategy Development:** Facilitate development of regional strategies to achieve major energy and greenhouse gas (GHG) savings from the accelerated market adoption of high efficiency products in the residential and commercial sector
- **Research and Analysis:** Conduct market research and analysis to support strategy development; track relevant programs, technologies, policies and market developments

Facilitation, Coordination and Management

- **Market Transformation Strategies/Partnership Groups:** Facilitate and coordinate the activities of Working Groups and Leadership Advisory Committees for specific projects; plan and execute meetings; develop reports, presentations and relevant follow up
- **Market Activities:** Track market developments, build and maintain working relationships with leading trade allies; facilitate development and implementation of cooperative promotional activities between market actors and efficiency program administrators
- **Strategic Coordination:** Coordinate NEEP's project activities with other relevant national and regional efforts including participation in selected conferences and workshops



- **Internal Coordination:** Coordinate project activities with other NEEP staff to advance energy efficiency; actively participate in and contribute to staff meetings and activities. Contribute to organizational work to promote diversity, equity, inclusion, and justice in NEEP's culture and programmatic work.

Communications

- **Reporting:** Prepare quarterly and annual progress reports and provide information as needed for internal and external communications
- **Presentations & Publications:** Facilitate and assist preparation of presentations and reports and speak publicly to increase the visibility and understanding of strategies, activities and results
- **Media:** Manage NEEP web-based resource center updates; prepare regular blog and newsletter contributions; and assist preparation of news releases
- **Workshops and Webinars:** Plan and hold in-person and web-based events to support strategy development and implementation across the region

Qualifications

- B.A. or B.S. in energy systems, engineering, architecture, building science, or related field **or demonstrated work experience**
- Understanding of building science concepts, building systems, and familiarity with the terminology used to describe energy production, use, and conservation in buildings
- Knowledge and/or background in market development concepts and strategies regarding residential, commercial, and industrial energy efficiency technologies, including lighting, HVAC, controls, etc.
- Must reside in one of [NEEP's 13 states/jurisdiction](#) in the Northeast and Mid-Atlantic region
- Demonstrated ability to translate technical concepts into clear, concise written and spoken narratives
- Demonstrated skills in stakeholder engagement, presentation, and group facilitation
- Skilled in effectively working with and respecting diverse perspectives
- Excellent project, budget, and time management
- Ability to take direction, work independently, and collaborate with others
- Experience managing the work and time of others, serving as a team lead preferred
- Proficient use of spreadsheets, word processing, database, internet, and presentation tools
- Ability to be an advocate for NEEP's [mission and vision](#)

Application Process

To apply, please see our posting on Indeed (www.indeed.com). A resume, writing sample, and a cover letter telling us why you're interested in working at NEEP and your qualifications for this work, are required.

NEEP offers a competitive salary and a generous benefits package including health, dental, life, and disability insurance, personal time and a generous matching 401K with an excellent work/life balance.

NEEP is committed to an organizational culture of inclusion, diversity and equity and all NEEP staff have the opportunity to participate in and support the activities of NEEP's Diversity, Equity, Inclusion, and Justice Working Group. We are committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, sex, age, national origin, and physical or mental disability. We apply this policy to assure non-discriminatory practices in recruiting, hiring, training, promotion, compensation, benefits and all other activities. It also supports our capacity to achieve our mission on a regional scale.