

- Understand the operation of equipment in nonprofit commercial spaces and be able to effectively identify and communicate energy efficiency upgrade opportunities to building owners
- Understand nonprofit struggles and limitations and utilize this knowledge in program improvement and in communicating with program funders
- Oversee and contribute to energy auditing, rebate submissions, contracting, installation and inspections for program participants
- Manage, support, and develop NEEP's Program Coordinator
- In collaboration with NEEP's Program Coordinator, implement and improve upon program offerings to meet goal and serve Colorado nonprofits in concert with EOC's mission
- Collaborate with EOC Multifamily, Behavior Change and Solar programs as appropriate

Organizational Responsibilities:

- Engage in active problem solving, collaboration and relationship building to ensure that there are clear lines of communication and accessibility for information sharing throughout the organization
- Build relationships with colleagues, vendors, etc. to build cohesion and communication.
- Understand, interpret and comply with applicable policies, procedures, rules and regulations of all EOC energy efficiency programs
- Collaborate with and refer participants to other EOC programs to maximize service delivery to organizations and the community members they serve

QUALIFICATIONS:

- Experience in managing utility DSM programs and utility client relationships
- Ability to design work plans, and to prioritize and meet goals under strict deadlines and changing priorities
- Experience working with contractors and managing vendor relationships
- Ability to condense and explain technical information in concise and pointed summaries that can be understood by diverse constituents
- Strong oral and written communication skills, including experience in preparing and delivering public presentations
- Ability to create and manage program budgets
- High attention to detail and the ability to perform multiple tasks under strict deadlines
- A BS in engineering, construction management, architecture, or a closely related field or extensive knowledge and experience in existing building energy efficiency or mechanical building systems.

- Experience in identifying energy efficiency measures related to a facility's gas and electric use
- Must be able to work independently and as a member of a team.
- Must have excellent organizational skills.
- Must have focus and attention to detail.
- Must have excellent communications skills and be able to work closely with staff.
- Must have excellent Word, Excel, PowerPoint, and Adobe skills.
- Must be discrete and conscious of client privacy.
- Must be able to lift 40 pounds.
- Must pass a background check.
- Positive and proactive attitude and commitment to the mission of EOC

Required: Candidate must have daily access to a reliable vehicle and be willing to drive to site visits

To Apply: Interested candidates should submit the following documents to Jobs@energyoutreach.org:

- Resume
- Cover Letter

Application Deadline: February 15, 2021

Benefits:

- Medical, dental, vision, and life insurance covered at 100% for employee, with options for FSA or HSA programs
- Generous 401k plan with an 8% company contribution and no required employee match
- Building gym membership
- Great office culture with team building events, training opportunities, and volunteer days
- 8 employee holidays + 2 week office closure at year's end
- Highly flexible time off policy, transitioning to a Trusted Time Off (uncapped) policy in October 2021
- Great Downtown Denver location (with work from home option through at least July of 2021)

Energy Outreach Colorado is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Employment Type: Full-Time Employment

Salary: \$55k - \$65k/year depending on qualifications

