Regional Programs Manager

Position

The Regional Programs Manager is responsible for leading and overseeing CNT Energy's role in administering broad-based efficiency programs. The Manager will be responsible for the day-to-day management and coordination of multiple program and project activities in close cooperation with Director of Regional Retrofits. One of the primary functions of the Manager will be to ensure programs and projects stay on track from a timeline, budget, and reporting perspective by developing, implementing and managing KPIs. The Manager will represent CNT Energy to its clients and provide superior customer service, ensuring their needs are met. The Manager will oversee the work plans for multiple projects and assist with risk mitigation, budget tracking, and resource allocation.

Organization Description

CNT Energy is a nonprofit corporation whose mission is to provide economic and environmental benefits to households, building owners and communities through energy efficiency and conservation. CNT Energy is experiencing rapid growth in three main areas:

(1) Residential Real-Time Electricity Pricing and Smart Grid Development,
(2) Energy Efficiency in Residential and Commercial Buildings, and
(3) Community Energy Planning and Energy Information Center.

CNT Energy is an affiliate of the Center for Neighborhood Technology (CNT), a 33-year old nonprofit organization whose mission is to promote the development and perpetuation of vibrant urban communities that are both environmentally and economically sustainable, both in the Chicago region and throughout the United States.

Accountability

The Regional Programs Manager will report to the Director of Regional Retrofits and is a member of the CNT Energy management team. The Manager will collaborate with other CNT Energy staff to ensure resources are allocated as necessary to project components and to ensure cross-communication of opportunities and learning.

Responsibilities

- Project management and implementation of contracted efficiency programs, including scope development and management, resource allocation, reporting, and client service
- Developing and maintaining relationships with clients and funders
- Briefing CNT Energy staff regarding relevant subject-area information.
- Present CNT Energy work at local and national conferences.

Qualifications/Skills

- A bachelor's degree in energy and/or environmental sciences, or related field, Masters degree in related field strongly preferred
- Minimum of three years experience with program or project management
- Familiarity with energy efficiency programs preferred
- Exceptional organizational and coordination skills.
- Ability to independently leverage critical thinking skills.
- A demonstrated attention to detail.
- Proficiency in MS Office applications (Outlook, Word, Excel, Access).
- Excellent written and verbal communication.
- Ability to work well independently and in a team setting.

Anti-Discrimination Policy

The Center for Neighborhood Technology is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation and training.

This is an exempt position. Salary is commensurate with experience.

To apply, please send cover letter, resume to:

CNT Energy
2125 W. North Avenue
Chicago, IL 60647
Fax to 773-698-6869 or email to careers@cntenergy.org
No phone calls please.