



## Job Description - Program Manager

# Renewable Energy Long Island (reLI)

## Job Description - Program Manager

REPORTS TO: Executive Director/Program Director

AVAILABLE OPENINGS: One

POSITION CLOSES: When filled

Full Time Position

LOCATION: reLI Office East Hampton, NY 11937 with the possibility of working remotely from home or satellite office on Long Island for part of the week.

SALARY: Commensurate with experience

**No phone calls please.**

### **JOB SUMMARY**

Under general supervision from the Executive Director, and/or Program Director the Program Manager assumes responsibility for day-to-day operational management of all activities and functions in a designated program, including proposal development, program design, developing, implementing and evaluating program policies, procedures and standards; determining program service levels and enhancements; developing and monitoring program budgets; ensuring program meets cost, schedule, and performance requirements, providing information in response to consumer inquiries and technical advice and performing related work as required. The ideal candidate is self-motivated and can work with little supervision as part of a small, innovative team, and is able to manage multiple tasks simultaneously.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

Duties are illustrative and may vary with individual assignment. Other duties may be assigned.

1. **PROGRAM DESIGN.** Lead the program's design process, including needs assessments, project design, drafting proposals, preparing marketing tools, evaluation and reporting.
2. **PLANNING.** Oversee the creation, compilation and writing of program plans, scope of work, tasks, deliverables, reports and other periodical program documentation. Review of the program's plans throughout the course of the year and advise the Executive Director/Program Director to ensure up-to-date data and to provide for feedback from day-to-day operations.
3. **FUNDING.** Prepare grant proposals as directed by the Executive Director/Program Director, and track program expenditures.
4. **PROJECT IMPLEMENTATION.** Implement day-to-day program and administrative activities. Tasks include maintaining ongoing contact with industry, market actors, policy makers, clients and consumers towards renewable energy market transformation; managing various web-based databases; assisting in creation of the print edition of the LIGreenGuide; updating various websites, including utilizing HTML. Other tasks as assigned by the Executive Director/Program Director.

## **Job Description - Program Manager**

5. **PROGRAM MONITORING.** Ensure continual monitoring of the program's progress to ensure that the program systems are working to achieve goals and objectives and program maintains required standards and clients'/funding agencies' accountability standards.
6. **FINANCIAL ADMINISTRATION.** Oversee administration of project budget, including control and monitoring of project related expenditures. Cash flow management. Prepare quarterly reports. Prepare interim and final financial reports.
7. **PUBLIC EVENTS.** Represent reLI at meetings and external events locally and nationally. Speak publicly at daytime and evening seminars and similar events.

## **REQUIRED QUALIFICATIONS**

- Must have ability to work independently, perform several tasks concurrently, work effectively, efficiently within stringent time constraints, independently and together in a team and have exceptional time management and organizational skills.
- Project management experience, preferably energy project management.
- Ability to lead the program development and design process, including needs assessments, project design, drafting proposals, preparing marketing tools, evaluation and reporting.
- Ability to lead day-to-day program oversight and management. Provide program-based guidance and interpretations. Able to plan schedules, budgets and resources
- Ability to assure project compliance with program goals, policies and procedures.
- Skill in developing contingency plans to address changing program needs.
- Ability to prepare program budgets to meet requirements. Ability to oversee administration of project budget, including control and monitoring of project related expenditures.
- Ability to prepare weekly, monthly, annual and end of project reports as required by Executive Director/Program Director, funding agency and other interested bodies. Ensure that all reports are highly accurate, comprehensive, well documented and will ensure the credibility of the program.
- Ability to learn, interpret and apply policies, procedures, and resolutions.
- Manage vendors and subcontractors.
- Apply professional discretion and independent judgment.
- Must be able to maintain a good working relationship with all co-workers, reLI Board of Directors, stakeholders, contractors, colleagues and clients.
- Bachelor's or Masters degree in Engineering, Energy Management, Environmental Sciences, or related discipline/coursework from a four-year college or university a plus, or equivalent combination of education and experience.
- Ability to occasionally work in the evenings or on the weekends for special events.

## **PREFERRED QUALIFICATIONS**

- Knowledge of LIPA Clean Energy Initiative/Efficiency LI and Renewable Energy Programs
- Knowledge of energy efficiency technologies, industries, and markets
- Knowledge of solar electric and solar thermal technologies, industries and markets
- Knowledge of small and large scale wind energy technologies, industries and markets
- Knowledge of other renewable/distributed energy technologies, industries and markets
- Prior experience working with general public and industry participants
- Prior experience working on outreach and education programs
- Prior experience with basic graphic design and copy writing
- Prior and extensive experience with online database management
- Prior experience and web site management/design/posting (including basic HTML experience)
- Prior experience organizing small and large public events

## Job Description - Program Manager

- Prior experience with proposal and grant writing
- Ability to network, motivate and train staff, volunteers and clientele.
- Ability to complete necessary paperwork and meet deadlines.
- Excellent written and oral communication skills.
- Ability to perform public speaking.

### COMPUTER AND/OR TECHNICAL SKILLS:

- Candidate **must** demonstrate familiarity and high-level of abilities of various computer software programs and fluency in using standard office software packages (MS Office, Excel, Word, PowerPoint, Publisher),
- Familiarity with Quickbooks, Act!, Eudora Mail, WS\_FTP, Adobe Acrobat, Adobe Photoshop.
- Demonstrated familiarity and high-level of abilities with online (cloud) applications such as Google Calendar, Google Docs, Google AdWords, Google AdManager
- Familiar with standard office procedures, filing, telephone, individual and mass e-mail, web and social media posting techniques and operation of office equipment.

This job description does not list all the duties of the job. You may be asked by the Executive Director, and/or Program Director to perform other instructions and duties. Management has the right to revise this job description at any time.

### APPLICATION PROCEDURES

#### **No phone calls please.**

Potential applicants should send a Resume and Cover Letter by e-mail to reLI at [Jobs@RenewableEnergyLongIsland.org](mailto:Jobs@RenewableEnergyLongIsland.org)

More information about reLI is at reLI's web sites at <http://www.renewableenergylongisland.org/>, <http://www.sunshineisfree.org/> and <http://www.ligreenguide.org/>

RELI IS COMMITTED TO A DIVERSE WORKFORCE AND IS AN EQUAL OPPORTUNITY EMPLOYER. RELI MAINTAINS AND PROMOTES A POLICY OF NONDISCRIMINATION AND NONHARASSMENT ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AND NATIONAL ORIGIN OR GENETIC CHARACTERISTIC.