



PROGRAM MANAGER

Energy Efficiency Programs

Enovity is a dynamic, growing, full-service energy engineering, sustainable design, and facility management firm that provides customized energy and operational solutions for high performance buildings. Based in San Francisco and with offices in Irvine, Los Angeles, San Diego, Seattle, and Phoenix, Enovity has provided federal, state, and local governments; utilities; school districts; and numerous private sector clients with functional solutions for energy efficiency. Our firm specializes in commissioning, energy engineering, sustainable design, facility operations and maintenance and energy efficiency incentive programs.

Our commitment to excellence is reflected in our mission statement, "To provide industry leadership in the dynamic field of energy and sustainability products and services tailored to diverse client base while maintaining the highest level of integrity and innovation."

Enovity is currently seeking a highly motivated Program Manager for a full-time position in our **San Francisco or Irvine office** to work on Enovity's third-party, utility-funded energy efficiency programs. The Program Manager will contribute to a growing team focused on achieving natural gas and electrical energy savings in California. Under the energy efficiency programs, Enovity provides professional services and financial incentives to utility customers to implement energy efficiency upgrades. Ideally this candidate will have a background and interest in energy efficiency and/or the commercial building industries.

Responsibilities:

- Oversee Enovity's energy efficiency program(s) and manage their development and implementation.
- Assist with program design and contract negotiations, particularly as it pertains to program structure, implementation strategies, and overall team development.
- Create and maintain program systems, tools, forms, templates, and documentation.
- Manage, coach, and mentor a diverse group of team members
- Act as the primary Utility liaison, responding to request, managing approvals, and providing program updates.
- Act as the liaison for M & V contractors, responding to request and providing pertinent project data.
- Develop and submit program invoices and reports
- Lead program marketing efforts including identifying target program participants, developing marketing materials, and presenting the program at industry events.
- Respond to issues internally and externally as they arise.
- Develop relationships with utilities, customers, contractors, and other energy efficiency program implementers.
- Ensure that program goals are being met and that energy efficiency projects under the program are being successfully developed and implemented.
- Manage data and documentation related to projects under the program.
- Provide overall quality control of program deliverables.
- Continually identify areas of improvement for program development and implementation.
- Monitor program and task budgets to ensure that they are adhered to.
- Manage subcontractors, including subcontract negotiations, approval of invoices and monitoring of work status.
- Stay abreast of industry developments and pertinent regulation changes.
- Perform other duties as required.

Education and Qualifications:

- BS or MS in Business, Project Management, or related area
- At least seven years of project / program management experience
- Experience managing commercial or industrial energy efficiency projects / programs preferred.
- Experience working with executive level managers and developing business plans.
- Experience managing a diverse team with various levels of experience

Skills:

- Highly motivated and self-directed, with history of taking initiative to solve problems
- Lead and develop a complex team
- Ability to manage multiple projects with varying scopes and timelines
- Strong technical aptitude and experience or ability to work in a highly technical environment
- Proven track record of delivering on large-scale projects



- Experience overseeing all aspects of the project, including planning, resource allocation, and budget
- Strong communication, analytical, writing, team building, collaboration and problem solving skills
- Proven leadership and management ability
- Ability to maintain detailed and accurate project records
- Strong writing, communication, and presentation skills

To Apply:

For immediate consideration, please send a resume to recruiting@enovity.com and provide in the body of the email, a brief description of your experience / qualifications in the following areas:

1. Managing and developing employees at various levels
2. Managing a broad portfolio of projects and adhering to budgets and timelines
3. Maintaining business to business relationships
4. Energy efficiency / utility programs

For more information on Enovity, Inc. please visit our website at www.enovity.com.