



COMMERCIAL ENERGY PROGRAMS MANAGER

Position Description:

The Commercial Energy Programs Manager will manage all of CORE's commercial energy efficiency and renewable energy programs. This person will work directly with the Program Director to meet commercial program budgets and goals and assist in the programs' design. This position will have additional administrative, operational and analytical duties as needed.

Key Responsibilities:

- Conduct site-visits on commercial buildings of all sizes and identify energy savings opportunities
- Work with building owners and operators to execute energy savings projects that qualify for CORE and/or other rebates
- Process all commercial energy efficiency rebates and determine energy savings
- Provide technical support and customer service to clients
- Manage commercial program budget on annual basis and develop annual goals
- Maintain comprehensive project tracking and provide leadership with relevant status updates and trending information using Salesforce and other tools
- Periodic reporting on program accomplishments, expenditures, energy savings
- Participate in annual program design review, including identification, analysis and selection of appropriate product offerings for effective program delivery, growth, and energy savings
- Utilize assessment tool during assessments— work with partner agencies (Energy Smart Colorado) to improve product

Other Duties:

- Installation and monitoring of energy monitoring hardware on larger projects
- Assist with multi-family and large building projects as needed
- Support community outreach events. Events may be located outside of normal workday (evenings and weekends)

Preferred Skills or Experience:

- Building Science credentials including current Building Performance Institute (BPI) certification and/or commercial energy efficiency training
- Commercial energy efficiency projects and/or program experience
- Attention to detail, with a strong focus on data management
- The ability to work collaboratively in a team-oriented environment
- Professionalism, strong written and verbal communication skills, and strong interpersonal skills
- Flexibility and willingness to bring ideas and energy to large and small projects



- Experience using energy modelling software to calculate deemed savings
- Use of Microsoft Office (especially MS Excel), Salesforce, Wordpress, Adobe Creative Suite
- Basic programming skills; Java/APEX or Visual Basic is a plus
- Ability to establish influential partnerships at all levels
- Strategic mindset with the ability to identify new opportunities
- Demonstrated experience with business operations and/or facility management

To Apply:

- Please submit a resume and cover letter to Marty Treadway (marty@aspencore.org) by **January 25, 2019**.