



**Job Description – Program Manager**  
*Posted January 5, 2017, Closes January 27, 2017*

The Philadelphia Energy Authority is a municipal authority chartered in 2010 by City Council and the Mayor to bring expertise, support and focus to the city's efforts to reduce energy consumption and expense. PEA serves as a financial agent for capital energy projects on behalf of the city, and identifies, facilitates and promotes projects focused on clean energy and energy efficiency to drive economic development, equity and sustainability in Philadelphia.

**Job Title:** Program Manager

**Reports to:** Executive Director

**Number of direct reports:** 0

**Location:** 1400 JFK Blvd (City Hall), Room 566, Philadelphia, PA 19107

**Open Date:** January 5, 2017

**Close Date:** Friday, January 27, 2017. Applications will be accepted on a rolling basis since PEA is seeking to hire immediately.

**Exempt/Non-Exempt Status:** Exempt (Full-Time)

**Position Summary:**

PEA launched an ambitious initiative in early 2016 ([www.philaenergy.org/energy-campaign](http://www.philaenergy.org/energy-campaign)) in partnership with City Council President Darrell Clarke to create 10,000 jobs and achieve a substantial impact on our city's key issues over the next 10 years, from poverty and equity, to education, employment and neighborhood stabilization. Energy is a powerful vehicle to drive that impact, and PEA is relying on a small, passionate team to move the program forward. The four target sectors of the Campaign are: municipal buildings, schools, low and moderate-income residential housing and small businesses (primarily focused on corner stores and small restaurants).

The Program Manager is a mid-level position that will manage one or more of the sector programs for the Philadelphia Energy Campaign. This includes driving program strategy, developing partners, planning and implementation with support from the Executive Director and other PEA staff, consultants and interns. The Program Manager will be key in converting pilots to long-term programs that achieve energy cost savings, create jobs and other metrics as appropriate.

**Key Success Factors:**

We have a strong preference for someone with experience in one or more of the target sectors, experience with energy efficiency and/or clean energy and an essential understanding of the core concepts of building energy use.

PEA seeks a self-starter with an entrepreneurial mindset – a person who is comfortable wrapping their head around big ideas and developing ways to execute, who is focused on results rather than tasks, who has demonstrated active leadership and knows how to develop partnerships, who regularly takes on stretch experiences with gusto.

The ideal candidate will have experience and a high comfort level communicating with different stakeholders in various sectors (e.g. finance and investors, community development agencies, elected officials, energy service providers, housing developers, business owners, utilities, etc.).

A commitment to Philadelphia and a passion for energy, sustainability, climate change, and/or poverty, equity and economic development issues are essential.

**Job Responsibilities:**

- Building upon existing Energy Campaign program plans in the assigned sector(s) to advance existing pilots and develop additional pilots as necessary. Identify scalable models for achieving sector goals, and find win-win-win opportunities among key participants to ensure long-term success.
- Evaluating and refining (or redesigning) existing pilots, developing key metrics
- Bringing pilots to scale, which will include a range of activities including, but not limited to: program promotion, communications and recruitment, business development, stakeholder engagement, procurement, analysis and reporting, fundraising and financing.
- Managing, finding, funding and procuring interns and consultants as needed
- Other duties as assigned

**Qualifications:**

- Bachelors' degree required, relevant graduate degree desired.
- 4+ years of relevant work experience. Work experience might be (but is in no way limited to): energy services companies, utilities, clean energy, project management, facilities management, sustainability, community development, affordable housing, business development, entrepreneurship, consulting, finance, fundraising
- Comfortable with MS Office (including Excel), basic social media. Proficient in project planning tools (e.g. MS Project, Asana)
- Excellent written and verbal communications skills, strong interpersonal skills
- Ability to thrive in a busy environment managing multiple priorities, objectives and deadlines. Works well under pressure.
- Demonstrated track record of taking on and successfully completing complex projects
- Philadelphia residency strongly preferred

**Salary & Benefits:** Our budget allows for compensation in the low \$60,000 range for this position. Benefits include (but are not limited to) a generous healthcare package and paid time off.

**To Apply:** Submit a brief, persuasive cover letter describing why you are the best fit for this position and including at least one example of a stretch experience you've taken on professionally, along with a resume to Emily Schapira, Executive Director at [jobs@philaenergy.org](mailto:jobs@philaenergy.org). Incomplete applications will not be considered. Inquiries or clarifications are preferred to be submitted via email.

*The Philadelphia Energy Authority is an Equal Opportunity employer and does not tolerate discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.*