

2030 Districts Small Commercial Program Manager

The 2030 District Small Commercial Program Manager position is responsible working with the Director of Research and Operations in leading Architecture 2030's work on a Department of Energy funded project to develop a 2030 Districts Small Commercial Program and Toolkit, in collaboration with Lawrence Berkley National Laboratory, The City of San Jose, and the Seattle, Cleveland and Pittsburgh 2030 Districts.

This position requires a wide range of skills including expertise in the small commercial building sector, project management experience, excellent verbal and written communication skills, the ability to organize and prioritize tasks, as well as experience with Energy Star Portfolio Manager.

Responsibilities include, but are not limited to, technical and analytical assistance, project management and development, outreach, partner coordination, event coordination, limited graphic design, working as a member of the larger Architecture 2030 team, and providing assistance as needed in an organized and efficient manner.

Project Summary and Tasks:

This project will create a national 2030 District Program that includes a Toolkit of program and technical products aimed at small commercial buildings. These resources will lower the threshold for cities to develop and successfully execute 2030 District energy saving programs. Program guidance will be developed leveraging the experiences, lessons learned and successes of two highly functioning initial partner cities, as well as the input of emerging partner cities representing a wide variety of needs in models for successful energy efficiency implementation. The program will include metrics that gauge progress towards targets, financial modeling that engages the private sector, and guidance on how disparate district stakeholders and can be leveraged and collaborate in commercial centers to reach energy saving targets, such as group services agreements for, e.g., commissioning and auditing, lowering their cost to members.

The Toolkit will also include technical tools that enable 2030 District members to identify, execute and track energy savings retrofits for small commercial properties. These tools will specifically address the unique challenges small commercial stakeholders experience such as lack of data visualization access, affordable access to energy management systems, energy savings assessment tools specifically tailored for the small commercial stakeholder community (e.g., contractors and small business owners), relatable case studies with verified energy and cost savings data, and simple mechanisms to track performance and provide actionable feedback.

Tasks Required:

- **2030 District Program Framework, Templates and Toolkit Development**
 - Program Framework, Launch and Sustainability Guidance
 - Program Templates and Tracking Tools
 - Program Partner Relations and Community Outreach Guidance
 - Demonstration Partner Engagement and Baseline
 - 2030 District Web Resource
 - Industry Stakeholder Technical Toolkit Workshop
 - Case Study Library Development and Templates
- **2030 District Program Launch and Demonstration with Pilot Partners**
 - 2030 District Program Pilots
 - Small Commercial Building Retrofit Pilot Projects
- **2030 District Program Demonstration Verification and Deployment**
 - Small Commercial Pilot Project Performance Verification
 - Small Commercial Pilot Projects Case Studies
 - Program Templates and Toolkit Updates
 - 2030 District Program and Toolkit Outreach and Deployment
- **Project Management and Reporting**

Required Education/Skills:

- Master's degree in Architecture, Planning, Engineering, Economics, Business or a related field
- Technical support, research and analysis expertise, preferably in the Building Sector
- Program management and/or business management experience (4 years +)
- Experience with ENERGY STAR Portfolio Manager and Target Finder and other resource performance baselining and tracking tools
- Experience working effectively as a team member
- Exceptional grammar and attention to detail; excellent written and oral communication skills
- Highly organized and efficient, taking pride in the quality of work; have the ability to take responsibility in meeting deadlines and making progress without direct supervision.
- Ability to manage multiple tasks and work effectively under deadlines
- Ability to relate to multiple outside groups and work effectively under deadlines; readiness to meet and work directly with Building Sector professionals
- Pleasant and professional demeanor in person and on the phone; articulate and tactful communications skills
- Ability to work well with a diverse staff with a high level of professionalism and confidentiality
- Ability to multi-task, independently managing and prioritizing own time and using good judgment

This position has current funding for 30 months with the opportunity for future development

Compensation is Commensurate with Experience