

Job Title: ICF Program Manager**Date:** 10/13/2021**Report To:** Residential Program Director**Location:** Newark, NJ**Starting Salary:** \$100K**Typical time in position –** 5+ years**Number of positions:** 1

To support our recent growth in the northeast region we are currently seeking an Energy Efficiency Program Manager to lead one or more of ICF's energy efficiency programs from our Newark, NJ office. As a Program Manager, you will lead the development and management of one or more energy efficiency programs, build relationships with clients, mentor junior team members, design/implement program strategies and plans, as well as develop and execute marketing and recruiting strategies.

Job Responsibilities:

- Program design to include identification, analysis and selection of appropriate product offerings for effective program delivery
- Program implementation to include developing program theory, design, delivery and successful execution of utility-based programs
- Developing comprehensive plans to include: resource/labor, communication, implementation, project and quality assurance/quality control (QA/QC)
- Maintain comprehensive project tracking and provide leadership with relevant status updates and trending information
- Manage program forecasts, budgets, and key performance indicators (KPIs) while providing regulatory support
- Mentoring, leading, and collaborating with portfolio/program team members

Basic Qualifications:

- Bachelor's degree in Environmental Studies, Energy Resources, Policy, Engineering, Marketing or Business Management. Work experience can be substituted for education.
- 5+ years of experience developing, designing, and managing successful energy efficiency and/or demand reduction programs for the residential and/or business market segments
- 3+ years of experience leading consulting projects
- 3+ years of experience leading a team (both in-house and virtual)

Preferred Qualifications:

- Master's Degree in Environmental Studies, Energy Resources, Policy, Engineering, Marketing or Business Management

- Retail management, including inventory and budget management and managing to performance metrics
- Ability to establish influential partnerships at all levels
- Strategic mindset with the ability to identify new opportunities
- Demonstrated experience with business development and client development
- Demonstrated experience in continuous improvement and quality assurance/control theories, techniques, and application
- Recognized internally and externally for expertise in functional area
- Firm understanding in procurement best practices and contract administration
- Industry certifications, professional affiliations, and publications

Professional Skills:

- Excellent verbal, interpersonal, and written communication skills
- Strong analytical, problem-solving, and decision-making capabilities are critical
- Team player with the ability to work and multi-task in a fast-paced environment
- Sound business ethics, including the protection of proprietary and confidential information
- Ability to work with all levels of internal employees, clients and partners
- Superior interpersonal skills including courtesy, professionalism and a cooperative attitude
- Proficiency in MS Office Applications (Word, PowerPoint, Outlook, Excel)
- Ability to be flexible to handle multiple priorities

COVID-19 Policy:

New or prospective U.S. employees must provide proof of complete vaccination on the date of their commencement of employment. If selected for employment, you will provide proof of your full vaccination status, defined as vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine approved or authorized for emergency use by the FDA.

All qualified candidates will be considered.

We are an equal opportunity employer.

Interested? Contact the Newark Workforce Development Board at:

- Phone Number: (973) 558-3789
- Email Address (Preferred): piggotc@nlwdb.org