



Program Manager, Resilience

Application Deadline: November 5, 2021

About East Bay Community Energy

East Bay Community Energy (EBCE) is the Community Choice Energy service provider for residential, commercial, industrial and public sector customer accounts across Alameda County and the City of Tracy. As a Joint Power Authority (JPA) of Alameda County created by the communities it serves, EBCE's charter is to provide low carbon, cost-effective electricity that integrates innovative energy products and maximizes local benefits through the development of distributed energy resources including but not limited to rooftop solar, battery energy storage, building decarbonization and accelerating the adoption of zero emission vehicles.

We want creative problem solvers that are excited to work in an entrepreneurial environment and grow our organization! EBCE is committed to a diverse and inclusive workforce that is reflective of our service area's rich culture and communities.

POSITION SUMMARY

EBCE is seeking to hire a full-time Program Manager, Resilience reporting to the Vice President of Local Development, Electrification and Innovation. EBCE is looking for candidates that can increase the deployment of solar and storage across residential, commercial and public sector customer sites. This is an exciting opportunity to increase local renewable energy usage, improve energy resilience and reduce greenhouse gas emissions.

- **Culture:** EBCE fosters a culture of open communication, responsibility, curiosity, accountability, teamwork, and care. We welcome a diversity of experiences and perspectives.
- **Start date:** The application is open until Friday, November 5, 2021 at 5 PM. Candidates should send application materials to jobs@ebce.org with the job title in the subject line.
- **Location:** This position will be based in EBCE headquarters in Oakland, near BART; however, currently, this position is temporarily remote.
- **Employment:** As an equal opportunity employer, we are committed to diversity, equity, and inclusion and strongly encourage people of color, women, those who identify as LGBTQ+, non-binary individuals, and those with disabilities to apply.
- **Compensation:** Competitive compensation package offered, based on candidate experience. The salary range for a Program Manager is \$137k - \$152k/year.
- **Benefits:** EBCE offers a generous benefits package including
 - Individual, family and domestic partner health insurance (medical, dental, vision)
 - Life and AD&D, EAP, STD, and LTD
 - Retirement with Employer Matching
 - Paid Time Off and Holidays
 - Flexible Spending Accounts (health and dependent care accounts)

POSITION DETAILS

Essential Duties and Responsibilities:

- Develop and manage projects and programs that deliver solar and storage solutions for multifamily and single family residents, commercial customers and public facilities in EBCE's service area.
- Collaborate with EBCE JPA members (e.g., cities and county colleagues), across multiple departments, to facilitate municipal solar and storage projects at scale.
- Develop and execute Requests for Proposals (RFPs) for third-party vendor services that result in the construction, operations and maintenance of solar and storage projects on municipal facilities; define RFP objectives and evaluation criteria; manage vendor RFP response.
- Maintain overall management of third-party vendor contracts, ensuring tasks and deliverables are met on budget, evaluate vendor effectiveness and quality of work, and recommend corrective actions when needed.
- Document and disseminate program results to external stakeholders through reports, presentations, conferences and meetings.
- Manage EBCE's Resilient Home program to accelerate deployment of solar and storage in the residential sector (multifamily and single family homes).
- Assess market readiness for deployment of a commercial solar and storage program similar to Resilient Home.
- Manage implementation of EBCE's Medical Baseline Backup Battery Pilot Program; assess program results and recommend how best to transition the pilot into a long term sustainable program offering for EBCE's most vulnerable residents.
- Coordinate interdepartmentally with EBCE's Policy team to monitor local, state and federal regulations, legislation and/or building codes; collaborate with other CCEs statewide on development of joint comments.
- Coordinate interdepartmentally with EBCE's Marketing team to recruit customers to participate in resilience programs, publicize program success, and develop marketing materials for individual stakeholder groups.
- Develop metrics for Resilience Program success and monitor opportunities to engage in other EBCE program areas.
- Draft Board memos and resolutions
- Develop timelines, manage deliverables and coordinate execution with internal and external stakeholders.
- Serve as public spokesperson at events including developing talking points, external materials, speaking at events.
- Provide input to program budget and staffing plans.
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's degree required or minimum of six years of progressively responsible and relevant work experience in energy and/or environment, to include at least four years in the solar and/or storage field specifically.
- Work experience managing multiple priorities, meeting deadlines, and quickly adapting to changing priorities in a fast-paced dynamic environment.
- Strong technical analytical skills
- Knowledge of Distributed Energy Resources program design
- Strong written and oral communications skills
- Experience in representing your organization and partnering with external stakeholders
- Experience managing technical products and people
- Team player, effective and organized project manager and leader, ability to question and impact group consensus, ability to prioritize, be nimble, and self-directed in a highly fluid and rapidly changing environment
- Working knowledge of basic software programs including Microsoft Office applications.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. EBCE is committed to reasonably accommodate an applicant for known physical or mental disabilities so that the applicant may participate in the application process. EBCE will engage in a timely, good-faith interactive process with any employee with a known physical or mental disability to identify potential reasonable accommodations, if any, to enable the employee to perform the essential functions of their position.

- General office environment is primarily sedentary work which requires the following physical activities: standing, sitting, walking, reaching, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity.
- The employee must occasionally lift and/or move up to 10 pounds.
- Exposure to CRT is frequent, on a daily basis.
- The noise level is usually moderate.

Licenses/Certificates

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation and a safe driving record.

Submission Requirements

Applicants must submit a cover letter outlining key qualifications and reasons for your interest and current resume. Please email these documents and any questions to: jobs@ebce.org by 5 PM on Friday, November 5, 2021.

Working at East Bay Community Energy

EBCE is committed to complying with applicable laws, including the Americans with Disability Act and Fair Employment and Housing Act, ensuring equal employment opportunities to qualified individuals with a

disability. EBCE prohibits unlawful discrimination based on age, sex or gender (including pregnancy, childbirth, breastfeeding or related medical conditions), genetic information or characteristics, gender identity, gender expression, race, color, ancestry, national origin, religion, creed, marital status, military or veteran status, sexual orientation, physical or mental disability, medical condition, or on any other basis prohibited by federal, state, or local laws.

The information contained herein has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. The information also does not constitute either an expressed or implied contract, and these provisions are subject to change.