



## **ENERGY PROJECT & PROCUREMENT MANAGER**

The Maryland Clean Energy Center (MCEC) is seeking an Energy Project & Procurement Manager, with a shared focus on advancing the deployment of cleantech solutions, to join our team of talented individuals.

MCEC is a not-for-profit corporate instrumentality of state-created statutorily by the Maryland General Assembly. A Board of Directors, appointed by the Governor, provides oversight for the organization.

MCEC serves as a green bank with a statewide mission to transform the energy economy in Maryland by increasing clean energy jobs, commercialization of technological innovations, and consumer adoption of clean energy products and services. MCEC facilitates access to capital through leveraged or direct investment, and operates financing programs targeted to serve various consumer audiences.

With this position, MCEC intends to expand the technical support and procurement services made available to consumers seeking to develop, build, finance, own and operate clean energy and energy efficiency systems, infrastructure, and technologies. Efforts may include but may not be limited to solar, geothermal, energy storage, microgrid, and CHP projects.

The primary responsibility of this position is to provide a combination of project management and technical engineering with support skills and services to promote sustainable, renewable and clean energy, and sustainability projects. The incumbent also provides procurement advice and process management to staff and clients regarding the most effective methods of securing required services or items.

### **ESSENTIAL FUNCTIONS**

- Manages multiple energy projects, typically involving multiple parties (energy suppliers, vendors, developers, financial backers, etc.), including the development and maintenance of comprehensive financial management plans and project documentation.
- Prepares project technical scopes, schedules, budgets and plans.
- Implements activities of a broad technical nature, working with other management and facility operations staff to assess problems and develop technical solutions.
- Provides senior-level environmental and engineering technical support and advice, as required for internal and external clients and events.
- Represents MCEC in meetings with regulatory agencies as well as current or prospective contractors and clients.
- Markets MCEC technical skills, financing capabilities and resources.
- Prepares technical proposals and budgets for new or follow-on work as required, expanding the MCEC client base and developing business.
- May supervise staff, interns, or contractual hires, as needed.

## **EDUCATION AND EXPERIENCE**

The position requires experience in public procurement. Ethical, professional, and service-oriented leadership and interpersonal skills are also required. Proficiency recognized by certification in Procurement or related professions is highly desired.

Possession of a bachelor's degree from an accredited four-year college or university plus three years of professional experience in a related field, with particular focus on environmental science, engineering, construction management with specific responsibility managing energy projects.

Note: Applicants may substitute an applicable advanced education degree for up to two years of required experience.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Must be able to manage multiple projects and multiple subcontractors as assigned, including the development and maintenance of comprehensive financial management plans and documentation.
- Required to be self-directed in accomplishing tasks with minimal oversight and management.
- Must possess strong verbal, written, and interpersonal skills.
- Must have computer literacy with spreadsheets, word processors, and presentations.
- Must be able to manage multidisciplinary professional and technical staff.
- Must be able to understand, adhere to, provide guidance on and implement Federal, State, and local energy and environmental regulatory requirements.
- Must be able to interact effectively with clients, regulatory agencies, and elected/appointed officials.

### **Knowledge of:**

Public contracting principles; proposal and bid preparation and evaluation; protests; contract administration; contract cost principles; claims; contract law; Maryland and federal laws and regulations applicable to contracts and procurement by public agencies.

Information technology applications for procurement and contracts; including web-based procurement strategies and communications.

Microsoft Office, Outlook, and CRM Software

Principles and practices of project management.

**Ability and skills to:**

Conduct public meetings, e.g., pre-bid and pre-proposal meetings.

Administer contracts from execution through close-out.

Develop and present clear requests for bids/proposals, procedures, training materials, budgets, and other written materials

Plan, organize, direct, and accomplish objectives of assigned projects.

Respond effectively to contract claims and protests; write coherent and correct procurement determinations.

Select, train, direct, motivate, and evaluate staff members

Use EXCEL, WORD, OUTLOOK, and other Microsoft Office applications financial-accounting systems on a personal computer; use other office equipment.

Establish and maintain effective, ethical working relationships

Provide professional, service-oriented leadership.

**LICENSES AND CERTIFICATIONS**

Possession of a valid driver's license meeting the requirements of Maryland law, the MES Fleet Policy and other MES Policies.

The employee will occasionally travel to field sites where there may be exposure to machinery with moving parts, noxious odors, outdoor weather conditions, high noise levels, uneven walking surfaces, hilly terrain, or inside stairways.

**TO APPLY**

Please send resume with cover letter to [info@mdcleanenergy.org](mailto:info@mdcleanenergy.org).