



PROGRAM MANAGER: PROCUREMENT AND TECHNICAL SERVICES DIVISION

The [Maryland Clean Energy Center](#) (MCEC) is seeking a Program Manager to join our Procurement and Technical Services Division, 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 statewide green bank with a mission to transform the energy economy in Maryland by increasing clean energy jobs, driving commercialization of technological innovations, and enabling 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, and underserved communities. The Center provides specialized procurement and technical services in order to facilitate and expedite project implementation.

With this position, MCEC intends to scale up the strategic procurement and technical services to public and private sector clients seeking to develop, build, finance, own and operate clean energy and energy efficiency systems, infrastructure, and technologies. Primary responsibilities will include but may not be limited to: clean energy project management; program management and pipeline development; direct outreach to stakeholders and end users; and contract development and administration, including RFP/RFQ preparation, process management and proposal evaluation.

The ideal candidate for this position will have multi-tasking skills and demonstrate attention to detail, providing a combination of energy project management and specialized customer support to promote sustainable, renewable and clean energy, and sustainability projects. This role also provides internal procurement support to the organization, with a goal of integrating MCEC business channels in order to meet evolving customer needs.

ESSENTIAL FUNCTIONS

- Manages multiple complex energy and climate mitigation projects, typically involving multiple parties (energy suppliers, vendors, developers, financial backers, etc.), including the development of process plans, timelines and project documentation
- Develops and manages project scopes, schedules, budgets, and plans
- Works with management and operations staff to assess problems and develop solutions
- Aligns client needs with local, regional, and national initiatives and opportunities
- Collaborates with clients and MCEC staff to ensure that specialized environmental and engineering technical services are secured in a timely manner
- Represents MCEC in meetings with current or prospective contractors and clients
- Markets MCEC technical capabilities, financing programs, and evolving resources
- Prepares technical proposals and budgets for new or expanded work as required, expanding the MCEC client base and developing business
- Manages operation of clean energy programs, including primary responsibility for developing and refining program structures
- May supervise interns, or contractual hires, as needed

EDUCATION & EXPERIENCE

The position requires experience in energy program development and management. Ethical, professional, and service-oriented leadership, and interpersonal skills are also required. Proficiency recognized by certification from the Association of Energy Engineers as a Certified Energy Manager (CEM) and/or project management are highly desired.

Possession of a bachelor's degree from an accredited four-year college or university plus two years of professional experience in a related field, with particular focus on environmental and climate policy, Environmental and Social Justice (ESJ), and 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 clients as assigned, including the development of project and program plans, timelines, and documentation
- Capable of building project teams: establishing roles and responsibilities, milestones, and communication protocols for MCEC, clients, and other stakeholders
- Required to be self-directed in accomplishing tasks with minimal oversight and management
- Must possess strong verbal, written, and interpersonal skills
- Must have advanced computer literacy with spreadsheets and quantitative analysis, word processing, template development, and presentations
- Must be able to interact effectively with clients, regulatory agencies, and elected/appointed officials

Knowledge of:

- Familiarity with procurement process, policies, and requirements, including MBE hiring goals and objectives
- Proposal and bid preparation, management, and evaluation; contract administration; and contract cost principles
- Integration of Environmental and Social Justice principles with program design and management
- Familiarity with Maryland and federal laws and regulations applicable to contracts and procurement by public and private entities
- Awareness of government programs and evolving resources
- Understanding of principles and practices of project management, including information technology applications and web-based strategies
- Microsoft Office, specifically Excel and Outlook, CRM

Ability and skills to:

- Conduct public meetings, e.g., pre-bid and pre-proposal meetings
- Administer customer contracts from execution through close-out
- Develop and present clear project management plans, including procedures, training materials, budgets, and materials, as appropriate
- Plan, organize, direct, and accomplish objectives of assigned projects
- Establish and maintain effective, ethical working relationships
- Provide professional, service-oriented leadership

LICENSES, CERTIFICATIONS

- Certified Energy Manager (CEM) certification preferred
- Project Management Professional (PMP) certification desired
- Possession of a valid driver's license meeting the requirements of Maryland law, as well as all MCEC Policies

OTHER RESPONSIBILITIES

Individual may attend and participate in external events and meetings on behalf of MCEC as requested.

SUPERVISORY REQUIREMENTS

This position has no supervisory responsibilities.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk, hear, and sit. The employee is also regularly required to use their hands. The employee may be required to walk, stand, climb, or lift/carry heavy items.

Specific vision abilities required by this job include close vision, distance vision, and the ability to focus.

WORK ENVIRONMENT

The position will primarily be office-based. However, 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

SALARY RANGE

\$75,000 - \$90,000 annually, depending upon experience. This is a full-time salaried position with benefits.

TO APPLY

Qualified candidates should send resumes with cover letters, noting salary requirements, to info@mdcleanenergy.org. This position will remain open until filled.