



Position Description: Program Manager

Posted September 6, 2023, Closes October 13, 2023 (rolling)

The Philadelphia Energy Authority (PEA) is an independent municipal authority chartered by City Council and the Mayor in 2010, focused on issues of energy affordability and sustainability for Philadelphia. In 2016, with the leadership of City Council President Darrell Clarke, PEA launched the Philadelphia Energy Campaign, a \$1 billion, 10-year investment in energy efficiency and clean energy projects. In the first four years of the campaign, PEA facilitated over \$380 million in clean energy projects, creating over 3,275 jobs. PEA designs and implements initiatives that are replicable in Philadelphia and across the country. PEA uses energy as an entry point to address many of our biggest challenges— poverty, equitable economic development, climate change, and public health.

Title: Program Manager

Reports to: Alon Abramson, Director, Residential Programs

Number of direct reports: 1

Location: Hybrid remote and in-person at 1400 JFK Blvd (City Hall), Room 566, Philadelphia, PA 19107 (temporarily fully remote)

Open Date: September 6, 2023

Close Date: October 13, 2023. Applications will be accepted on a rolling basis.

Exempt/Non-Exempt Status: Exempt (Full-Time)

Philadelphia Residency: Required within 6 months of start date

Position Summary:

The Program Manager, Residential Programs will lead the implementation of the Built to Last low-income home preservation program. The Program Manager will support the Director of Residential Programs and will lead a variety of administrative, operational, and project coordination efforts to ensure the program's success and continued growth. They will provide critical project management functions including program data management, oversight of service contracts with program partners, and client relationship management. They will drive program design and evaluation, speak at events, conferences and stakeholder briefings about the program, and work closely with PEA leadership to develop and implement the program at scale. Project management and/or construction management experience and a highly organized approach will be vital to the success of this role.

Built to Last is a whole-home repair program serving low-income homeowners and designed to layer, coordinate and supplement government, utility, and non-profit home improvement. PEA works with a broad network of organizations that deliver direct housing repair services and “wraparound” supportive services that make up the Built to Last coalition. PEA provides the administrative platform to allow these programs to effectively work together while directly funding home repairs – including electrification and rooftop solar power – to help achieve truly holistic repairs that result in homes that are healthy, safe, affordable, and resilient for the long term. PEA launched a pilot of Built to Last in 2021 and began to scale the program in 2023 with the goal of completing whole-home repairs in 10,000 homes by 2033.

Key Success Factors:

Our ideal candidate is a strong communicator who is experienced with direct-service programs, or complex, multi-faceted projects with an entrepreneurial mindset. The candidate will have an interest in solar energy, energy efficiency, and work in historically underserved communities. We are seeking

someone who is innovative and strategic with excellent relationship management skills and experience delivering quality customer experiences.

A commitment to Philadelphia and a passion for energy, sustainability, climate change, equity, and economic development issues are essential.

Responsibilities may include:

- Overseeing program service partners and ensuring all partners meet contractual obligations; developing and collaborating with new and existing partners to expand program services as appropriate
- Overseeing the Program Coordinator and ensuring that all program elements are properly executed
- Making recommendations for adjustments in program design based on outcomes
- Managing and improving upon the data management platforms used to run the Built to Last program
- Managing procurement and contracting processes for renewing and adding program services
- Supporting fundraising efforts and tracking and managing program funding from public and private sources
- Representing the program at public events, conferences, and other promotional opportunities
- May require selection and/or management of interns
- Other responsibilities as assigned

Preferred Qualifications:

- Undergraduate degree
- 4-6 years of relevant experience
- Experience working in residential clean energy, construction, project management, and/or construction management (preferred)
- Experience managing external vendors and consultants
- Basic knowledge of residential energy systems and/or construction (desired)
- Experience with customer service and managing coalitions, vendors and partners
- Exceptional project management, organizational, written, verbal, and interpersonal skills
- Strong proficiency in MS Office, Google Suite, Customer Relationship Management software (Salesforce preferred), and project management tools
- Ability to thrive in a fast-paced environment with multiple priorities, objectives, and deadlines
- Philadelphia residency required within 6 months of date of hire

Salary & Benefits: Our salary target for this role is \$65,000 to \$75,000 and will be commensurate with experience. Benefits include (but are not limited to) generous healthcare, fringe and retirement benefits and paid time off.

How to apply

Please send a resume and a brief cover letter explaining why you'd be a good fit for this role and including how you heard about the position to jobs@philaenergy.org. The subject line must include "[FirstName LastName] BTL Program Manager Application." Incomplete applications will not be considered. Inquiries or clarifications must be submitted via email.

The Philadelphia Energy Authority is an Equal Opportunity employer and does not tolerate discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.