

Project Manager, Building Technical Services (BTS)

Organization: **Clean Energy Coalition (CEC)**
Status: **Regular/Full-time**
Location: **44 East Cross Street, Ypsilanti, MI 48198**
Reports To: **Executive Director**
Salary: **Commensurate With Experience**
Filing Dates: **Position Open Until Filled**

Job Summary

The Clean Energy Coalition, a 501(c)3 nonprofit organization based in Washtenaw County, Michigan, seeks a Building Technical Services (BTS) Project Manager to assist in the development and implementation of the organization's energy efficiency and renewable energy projects which serve a statewide target market. Current project areas include renewable energy project development, fee for service residential and commercial energy efficiency audits, municipal government energy consulting, and community energy program development and management. The BTS Project Manager works closely with other CEC BTS staff under the guidance of the Executive Director.

Minimum Qualifications

- Bachelors or Masters degree required in architecture, engineering, construction management, or any related fields, or equivalent work experience in the above mentioned areas. PE, EIT, CEM, RA/AIA, PMP, HERS, or BPI is preferred, however, actual experience will be viewed as more important than various certifications.
- Demonstrated experience in project management and implementation.
- Established knowledge of the energy efficiency industry and of typical energy conservation measures for buildings.
- Demonstrated organizational and leadership skills.
- Self-starter, detail-oriented, enthusiastic, innovative, and capable of meeting challenges and deadlines.
- Team player with trouble-shooting and exceptional multi-tasking skills.
- Superior written and verbal communication skills.
- Proven commitment to energy and environmental issues.
- Solid computer skills including proficiency in using basic Microsoft and/or similar software products such as word processing, spreadsheet, presentation, email, web, database applications, energy simulation programs, and capacity to work in Mac OS environment.
- Experience with energy efficiency projects required. Experience with environmental and/or renewable energy projects preferred.

Job Duties & Responsibilities

- Project management of client projects involving various combinations of the following, delivered within the commercial, institutional, industrial, and residential market segments:
 - Energy audits
 - Energy analysis
 - New construction energy efficiency and renewable energy analysis
 - Energy efficiency and renewable energy technology research

- Perform site visits for collecting data from institutional, commercial, industrial, and residential facilities.
- Analysis of energy efficiency and renewable energy measures.
- Organize and write reports.
- Manage client relationships and communication.
- Create and execute BTS project work plans, budget, schedule, and revise as appropriate, to meet changing needs and requirements of CEC BTS projects.
- Conduct ongoing evaluation of BTS projects and make recommendations for improvements to the Executive Director and other BTS staff.
- Contribute as needed to written communication materials such as newsletter, web site, fact sheets, news releases, presentations, grant proposals, and reports.
- Oversee part-time interns and volunteers.
- Provide oversight, implementation, tracking, and reporting on grant related activities as prescribed by each individual grant.
- Attend community forums, meetings, and events, and make individual and public presentations on CEC's mission, BTS services, and needs when necessary.
- Act as a spokesperson for the Clean Energy Coalition.
- Perform other duties as may be assigned and collaborate with other staff on work as needed.

Salary & Benefits

- Salary commensurate with experience.
- Competitive benefits package.

Application Details

- This position is open until filled.
- **No phone inquiries please.**
- Candidates for part-time flexible position also will be considered.
- CEC is an EQUAL OPPORTUNITY EMPLOYER committed to diversity and consideration of all applicants for all positions without regard to color, ethnic background, religion, sex, gender identity, sexual orientation, national origin, age, and disability status.
- Qualified individuals please submit a writing sample, resume, professional references, and a letter addressed to:

Sean Reed, Executive Director
Clean Energy Coalition
44 East Cross Street
Ypsilanti, MI 48198

Or, via email (preferred): reed@cec-mi.org or fax to 734.418.1681.