



**Maryland**  
Energy  
Administration

**Larry Hogan, Governor**  
**Boyd K. Rutherford, Lt. Governor**  
**Mary Beth Tung, Director**

## **ENERGY PROGRAM MANAGER**

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland and where you will have an opportunity to work on the cutting edge of shaping and implementing clean energy policies. We are looking for the best and the brightest people to join the team that has made Maryland one of the nation's leaders in clean reliable energy.

**Responsibilities:** Energy Program Managers work to develop and implement energy initiatives that support the State's energy goals and help make the State's energy markets more competitive and innovative, by preventing overregulation and limiting negative impacts on ratepayers. MEA's energy programs consist of technical assistance, loans, and/or grants designed to help achieve Maryland's energy goals. Energy Programs Managers work under the direction of the Director and Assistant Director of MEA Energy Programs, and in close collaboration with other MEA program managers, policy and administrative staff.

MEA is seeking an experienced professional to primarily focus on electricity, natural gas and combined heat and power technologies related to commercial/industrial entities and local governments in Maryland. Specific responsibilities include:

- Assess existing markets in assigned functional areas for new opportunities that can be used to advance the State of Maryland's energy goals
- Collaborate with entities and stakeholders to reduce energy consumption, produce cleaner energy and save on energy bills
- Manage grantees in assigned functional areas through the entire grant process: developing grant agreements; providing technical review of proposals; evaluating financial feasibility; visiting grant project sites to verify compliance and completion of grant requirements; and providing technical review for approval of project-related reports and invoices.
- Design and implement new energy programs in assigned functional areas including, but not limited to, making incentive recommendations, developing program documentation, and overseeing the program implementation process;
- Manage support contractors working on MEA energy program;
- Manage program budgets and data collection using MEA's Salesforce application.;
- Pursue external funding for energy programs from federal, state or private sources;
- Collaborate with MEA's Policy Team in reviewing energy legislation and analyzing data related to Maryland's EmPOWER Program.
- Serve as liaison to the Maryland Emergency Management Agency

**Qualifications:** Candidates should have at least a bachelor's degree from an accredited university, and preferably a master's degree, in an energy- or engineering-related field as well as a minimum of two years of experience developing and implementing energy programs focused on commercial, institutional, industrial, and/or governmental entities. Preference will be given to individuals with experience working with utility-run energy programs as either a program implementer or as an installation contractor, as well as to those individuals who have previously managed federal or state grant programs, ideally energy-focused. Previous experience working with residential and or commercial energy efficiency and/or renewable energy technologies will be looked at favorably, as will candidates with energy-related certifications (e.g. CEM). Working knowledge of energy and environmental policy is required; Knowledge of the legislative process is a plus. Strong verbal, writing, presentation and analytical skills are critical.

**To Apply:** Send cover letter, resume, writing sample and salary requirements by email with "Energy Program Manager" in the subject line to [Jobs.MEA@maryland.gov](mailto:Jobs.MEA@maryland.gov). Candidates receive notification of receipt; however, only the top candidates will be invited to interview for the position.

**Salary:** This is a full time State permanent position with full benefits. Salary is commensurate with experience.