



Maryland
Energy
Administration

Wes Moore, Governor
Aruna Miller, Lt. Governor
Paul G. Pinsky, Director

ASSISTANT DIVISION DIRECTOR - ENERGY PROGRAMS - OPERATIONS AND DATA MANAGEMENT

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. Through the Strategic Energy Investment Fund, the Maryland Renewable Energy Portfolio Standard, Greenhouse Emission Reduction Act, Inflation Reduction Act and the Climate Solutions Now Act you will have an opportunity to work on the cutting edge of shaping and implementing Maryland's environmental and clean energy policies. The mission of the MEA is to promote clean, affordable, reliable energy and energy-related greenhouse gas emission reductions to benefit Marylanders in a just and equitable manner. MEA will advance impactful energy policies and programs to help achieve Maryland's clean energy and greenhouse gas reduction goals.

Position Responsibilities:

MEA is expanding its portfolio of clean energy programs to address the need for accelerated implementation of greenhouse gas reducing technologies, as well as community and sector based approaches to reduce greenhouse gas emissions. Collectively, MEA's program's budget has expanded multiple times to meet or exceed \$200 million in grants, loans, and other incentives annually with several hundred million dollars in previous year awards actively under management. MEA is seeking an additional Assistant Division Director to focus on data management and program-focused agency operations grant/funding cycle logistics.

MEA's Programs Team is currently managed by a Division Director, who is supported by an existing Assistant Division Director. As the Agency's programs expand in scope and scale, MEA is recruiting an additional Assistant Division Director to facilitate the agency's efforts to assist in managing the Division's overall complement of 40+ professionals including supervisory section chiefs, program managers, energy specialists and outside contractual staffing resources.

The existing Assistant Division Director is anticipated to focus on the technical development of MEA's portfolio of programs across the agency and lead the execution of the annual program design process, the program development and enhancement cycle for future fiscal years, and the evaluation of prior-year program results. This role is analogous to a chief program development and evaluation officer for the Division. Additionally, this individual will provide

guidance to section chiefs and program managers, ensuring key criteria related to the agency's objectives are incorporated into each program, and engaging high level stakeholders (e.g., federal government leaders, peer state energy offices) on an ongoing basis. This Asst. Division Director will also be responsible for coordinating federal program efforts including applying for funds, reviewing grant applications, monitoring implementation of federally funded programs and coordinating these efforts across agencies.

This recruitment is for a second Assistant. Division Director, to join the Division leadership team, to perform a function similar to a chief operating officer and chief data officer. This new Asst. Div. Director will be responsible for business operations across programs including ensuring timely and consistent program processes (e.g., advertisement, review of applications, award recommendation, grant/award agreement execution, and award monitoring and management), developing and maintaining standard operating procedures for program team processes, and conducting internal checks to ensure compliance with statute, regulations, federal requirements, and internal procedures. This Assistant Division Director will also be responsible for developing and implementing a strategy to ensure compliance with required reporting and data management. This includes developing and implementing the process for securing program data, curating the data, analyzing the data and ensuring that all agency reporting requirements are met on time and as necessary. Development of public facing resources such as program performance dashboards are anticipated. Both of the Assistant Division Directors will operate in close coordination and will be expected to flexibly backfill each other's respective responsibilities as needed to achieve agency goals as part of a collaborative management team.

The successful Assistant Division Director candidate that can bring together a high degree of demonstrated business and logistical acumen with experience and passion with energy or environmental programs is ideal.

The position will be responsible for the following:

Data Strategy and Management

- Developing and implement agency data strategy including clear governance of data sources and management, as well as processes for data quality
- Developing protocols and requirements for annual data collection across the agency's portfolio of programs.
- Guiding the implementation of mechanisms for data collection, curation and use.
- Managing the development of annual reporting for budgetary (e.g., Maryland's statewide Managing for Results process), program outcome reporting (e.g., annual Strategic Energy Investment Fund Report), annual report on Regional Greenhouse Gas Initiative (RGGI) uses, and reports on the amount of funding and benefits supporting the needs of underserved and overburdened communities.

- Collaboratively, as part of the Division Management team, coordinate with the agency's IT director and consultants to implement IT solutions to automate data collection and analysis.
- Developing strategies for data visualization, demonstrating the geographic benefits of data and other efforts to communicate the impacts of agency initiatives and programs in concert with MEA's policy and communications team.
- Developing requirements for consultants and contractors providing data analysis support.

Logistics and Process Improvement:

- Assisting with Division-wide goal setting, and implementing performance management and annual processes for administering MEA's collective portfolio of grants, loans , rebates and other Division operations;
- Analyzing internal operations and identify areas for process streamlining and improvement;
- Defining Division operational systems and practices to ensure employee productivity while building a highly inclusive culture that ensures team members can thrive while meeting organizational goals are met;
- Collaboratively work with the management team to establish priorities and monitor expenditures and program budgets;
- Developing and implement grant, rebate and other program process flows across the Division;
- Developing reporting protocols, standard operating procedures and other management practices to ensure the timely issuance of the agency's annual program announcements; evaluation of applications, review and finalization of grant documents, management of existing grant;
- Providing logistical guidance and support on other aspects of the agency's annual activities.
- Developing reporting protocols to manage program performance and provide actionable information to senior Division and agency leadership.
- Building and maintaining trusting relationships with key customers, agency partners, and stakeholders.

Supervision and Management:

- Supervising several Section Chiefs or similar professionals as directed.

Other duties as assigned.

Minimum Qualifications:

- Previous educational or professional experience as a senior operations manager or similar role;
- This is an agency senior leadership position. Extensive experience, demonstrated via resume and/or cover letter relative to the roles and responsibilities listed above.

Preferred Qualifications:

- Previous experience in most, if not all of the identified tasks and responsibilities above.
- Knowledge and demonstrated experience related to energy, climate or environmental issues;
- Demonstrated senior level experience managing complicated operations with fiduciary and operational responsibilities;
- Demonstrated experience with process improvement efforts (e.g., Six Sigma, LEAN, Project Management Professional);
- Demonstrated experience managing the analysis of large and complicated sets of financial, environmental or other data;
- Experience negotiating contract, interagency and other agreements, many of these agreements require a high degree of skill and an understanding of the nuances of risk management;
- Strong verbal communications skills with emphasis on those skills related to articulating process and data visualization;
- Previous financial reporting experience and use of Salesforce and Microsoft Office, especially Microsoft Excel;
- Experience with federal grant compliance requirements including Davis-Bacon Act , Buy American Certifications, etc.;
- Ability to interface with the general public as well as State and local elected officials, as needed.

Position Location:

A hybrid remote telework and in-office schedule is available per the policies of the Maryland Energy Administration and State of Maryland, which may change from time to time. Currently, this position may require the candidate to be present in the office several days per week. In addition, the individual must be available in person other times as needed to perform certain job functions.

MEA is located in the Montgomery Park Office Complex at 1800 Washington Blvd, Baltimore Maryland. Montgomery Park is a historic building (coming up on its 100th anniversary) with onsite amenities such as a food court, electric vehicle charging access and shuttle to public transportation nodes.

To Apply:

Send a cover letter, resume, writing sample, and salary requirements by email with “Assistant Division Director - Operations and Data Management” in the subject line to Jobs.MEA@Maryland.gov. The cover letter or resume should address any applicable minimum or preferred criteria. Candidates will 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 and accrues full [State of Maryland benefits](#). Salary commensurate with experience, anticipated to be in the range of \$105,490 to \$135,450