



Maryland
Energy
Administration

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

DECARBONIZING SCHOOLS PROGRAM MANAGER

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, 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:

Energy Program Managers work to develop and implement initiatives that support the State's energy and climate goals while also addressing equity and making the state more competitive. MEA's programmatic offerings consist of technical assistance, loans, and/or grants designed to help achieve Maryland's climate goals. Energy Programs Managers perform their duties under the direction of the Section Chief, Director and Assistant Directors of MEA Energy Programs, and in close collaboration with other MEA Energy Program Managers, Policy Team members, and Administrative staff.

MEA is seeking a Program Manager to administer and develop a portfolio of grant programs that facilitate the reduction of greenhouse gas emissions of current and future public K-12 schools, school support facilities, and college and university campuses. MEA's vision is to increase support for Maryland's 24 local education agencies (LEAs), the MD School for the Blind, and higher education institutions in order to accelerate their decarbonization efforts. MEA's strategy is multi-pronged, with grants that support planning and capacity building, and grants that facilitate implementation of varied energy projects, including energy efficiency and renewable energy projects on existing school facilities as well as the construction of new net-zero energy schools. Through partnership-building and grant-making, the Program Manager has an opportunity to advance progress towards Maryland's climate goals, while also creating educational

benefits for kids and college students, and mitigating ongoing operating budgets for energy.

The successful candidate will be responsible for technical oversight and administration of grants in partnership with a team of internal colleagues representing different disciplines to develop and market the programs. In addition, the successful candidate will coordinate with a diverse group of external stakeholders including facility managers, educational specialists, office administrators, grants managers and other senior office officials. Lastly, the successful candidate will be expected to attend, speak, and present at in-person and offsite meetings, seminars, community engagement events, conferences, and other events, where they will help represent MEA professionally and showcase agency energy goals or accomplishments.

The position will be responsible for the following tasks:

- Administering the Decarbonizing Schools Program, Higher Education Clean Energy Program or other programs as designated.
- Coordinating with Local Education Agencies, partner Colleges, Universities, State Agencies and Local Governments
- Design and implement energy programs in assigned functional areas including, but not limited to, making incentive recommendations, developing program documentation, and overseeing the program implementation process;
- Manage grantees in assigned functional areas through the entire grant process: developing and overseeing applications processes; producing 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;
- Work with MEA's Attorney General's office to ensure legal sufficiency of all documents;
- Manage support contractors working on MEA energy programs;
- Conduct routine compliance-related activities, including awardee project compliance evaluations, site visits, and monitoring, to include statutory, regulatory, and programmatic requirements;
- Report program metrics, insights, and data to internal MEA senior management and external parties on a regular basis;
- Stay actively informed regarding current and potential local, state, regional, federal, and other clean energy policy developments and market conditions that may directly or indirectly affect Maryland markets, businesses, and consumers; and,
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in energy, finance, economics, business administration, engineering or a related field.
- Minimum of three (3) years of relevant professional experience.
- Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year to year basis for the required education and experience.
- Ability to interface with the general public as well as State and local elected officials, as needed.

Preferred Qualifications:

- At least one (2) years experience in a program manager role involving but not limited to grant document administration and contractor management.
- Experience with school administration, facility management and construction
- Project management experience, including establishing and communicating milestones, directing staff and meeting deadlines.
- Experience and comfort with meeting and interacting with senior business and government officials. Strong verbal and written communication skills.
- Previous financial reporting experience and use of Salesforce and Microsoft Office.
- Previous experience promoting sustainability, resiliency, energy efficiency, energy management and similar activities in a public or private institution (e.g., public school, private school university)
- Familiarity with specific federal reporting requirements including Davis-Bacon Wage Reporting, Buy American Certifications, etc.

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 requires 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 "Decarbonizing Schools PM" in the subject line to Jobs.MEA@maryland.gov. Candidates will receive notification of receipt; however, only the top candidates will be invited to interview for the position.

Salary:

This is a State PIN employee position. PIN employees are eligible for state employment benefits including health benefits and leave. Additional information about these benefits is available upon request. Salary commensurate with experience and is in the range of \$84,439 to \$108,225 annually.