



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

## **ENERGY PROGRAM MANAGER - BUILDINGS ENERGY WORKFORCE PROGRAMS**

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:**

Energy Program Managers work to develop and implement energy initiatives that support the State's energy and climate goals while addressing equity and making the state more competitive. 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 Section Chief, Director and Assistant Director 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 lead the implementation of programs resulting from the Inflation Reduction Act (IRA). This is a once in a lifetime opportunity to shape programs that will dramatically advance Maryland's climate reduction efforts, help shape the future of markets for innovative low carbon building technologies, and address equity. Specifically, MEA is seeking a Program Manager to lead the implementation of the State Residential Energy Contractor Training Program as well as assist the agency in pursuing other federal funds. The successful candidate will manage a grant program focused on expanding the availability of building performance professionals, working with the HVAC industry to increase the number of professionals working in building electrifications while helping to upskill existing professionals; and help businesses seeking to engage in residential and commercial energy efficiency and electrification enter the market.

The successful candidate will also be key to MEA's coordination with the Maryland Department of Labor, Department of Housing and Community Development and others active in the energy efficiency space as well as helping to build partnerships with other state and federal programs and initiatives. Finally, candidates with experience in federal and grant management will be especially important in implementing these programs. Grant writing experience is a substantial plus to help pursue additional federal funds to expand this important work.

The successful candidate will work closely with a team of professionals representing different disciplines to design, launch and market programs. In addition, the successful candidate should have experience working closely with stakeholders, including those in historically underserved and disadvantaged communities. The successful candidate should bring a passion for energy and environmental justice and be ready and able to implement real world efforts to help reduce the greenhouse gas emissions from the building sector. 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:

- Developing and promoting the overall program vision;
- Administering programs funded by the Inflation Reduction Act (IRA) and Infrastructure Investment and Jobs Act (IIJA);
- Managing 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;
- Designing and implementing new energy programs in assigned functional areas including, but not limited to, making incentive recommendations, developing program documentation, and overseeing the program implementation process;
- Collaborating with MEA's HUB coordinator to assist local governments with Building Energy Performance Standard implementation;
- Working with MEA's Attorney General's office to ensure legal sufficiency of all documents;
- Managing support contractors working on MEA energy programs;
- Conducting routine compliance-related activities, including awardee project compliance evaluations, site visits, and monitoring, to include statutory, regulatory, and programmatic requirements;
- Reporting program and industry metrics, insights, and data to internal MEA senior management and external parties on a regular basis;

- Staying actively informed regarding current and potential local, state, regional, federal and clean energy policy developments and market conditions that may directly or indirectly affect Maryland markets, businesses, and consumers; and,
- Performing other duties as assigned.

### **Minimum Qualifications:**

- Bachelor's degree from an accredited college or university in engineering, business administration, economics, finance, environmental policy or management, energy or an energy-related discipline, or a related field or equivalent experience.
- Previous professional experience relevant to the responsibilities of the position.
- Proficiency in the Microsoft Office (also known as "Microsoft 365") Suite, with special emphasis on Excel, Google Sheets, or similar spreadsheet-based program(s). The successful candidate should not require instruction on these programs.
- Demonstrated proficiency in business and technical writing.
- Strong verbal and written communication skills.

### **Preferred Qualifications:**

- At least one (1) years experience in a role directly related to energy policy or program administration.
- Experience in workforce development, placement, training or mentoring, ideal experience will include efforts related to energy efficiency and electrification initiatives.
- Experience developing and managing programs or complicated projects.
- Project management experience, which includes establishing and meeting key and communicating milestones and meeting deadlines.
- Experience and comfort with meeting, interacting with, and providing information to, senior management teams, executive leadership, and government officials.
- Experience with Salesforce or similar customer relationship management (CRM) software.
- Familiarity with specific federal grant compliance requirements including Davis-Bacon Wage Reporting, Buy American, etc.
- Experience working to develop draft legal agreements, such as but not limited to grant agreements, memorandums of understanding, financing agreements, and others.
- Experience and comfort with meeting and interacting with senior business and government officials.
- Project management experience, including establishing and communicating milestones, directing staff and meeting deadlines.
- Previous work interpreting and auditing contracts for vendors/subcontractors.
- Knowledge and experience with financial audits
- Proficiency in one or more languages in addition to English and a willingness to employ these skills in the professional environment.

**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 “Energy Program Manager- Energy Workforce ” in the subject line to [Jobs.MEA@maryland.gov](mailto: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 contractual employee position. Contractual employees are not eligible for full state employment benefits; however, they may be eligible for subsidized health benefits coverage and may be granted limited leave, based on the number of hours worked. Additional information about these benefits is available upon request. Salary commensurate with experience in the range of \$64,828 to \$104,555 annually. Note this position is funded by a multi-year federal program.