



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

ENERGY PROGRAM MANAGER - COMMERCIAL AND COMMUNITY BUILDING DECARBONIZATION AND ELECTRIFICATION

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 advances 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 lead the implementation of building decarbonization initiatives focused on the commercial and community facing building sector. The successful candidate will help MEA develop and implement grant programs that encourage the replacement of fossil fuel-powered equipment and systems with electric alternatives, consistent with the goals inscribed in the Climate Solutions Now Act and the State's Climate Pollution Reduction Plan. Integrating building energy knowledge related to electrification and decarbonization with other aspects of building design, operations, and maintenance will be essential. 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.

The successful candidate will work closely with a team of professionals representing different disciplines to design, launch and market a grant program. In addition, the successful candidate should have experience working closely with stakeholders, including those in historically



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underserved and disadvantaged communities. The successful candidate should bring a passion for energy and environmental justice and be ready and able to implement solutions to help reduce 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:

- 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 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;
- Coordinate with MEA's Clean Buildings Hub Manager to increase awareness of MEA's various grant, loan, and technical assistance offerings for building efficiency and electrification;
- 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 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



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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 two (2) years experience in a role directly related to energy policy or program administration.
- Demonstrated technical knowledge or engineering experience is also a plus.
- Experience developing and managing programs or complicated projects.
- Demonstrated track-record of stakeholder engagement.
- 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.
- 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 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



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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- Community Electrification” 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 contractual employee position. Contractual employees are not eligible for full state employment benefits; however, they are eligible for subsidized health benefits 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 \$79,995 to \$95,059 annually.