



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

## **ENERGY PROGRAM MANAGER - DECARBONIZING PUBLIC SCHOOLS**

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:**

This position will be instrumental to developing and expanding MEA programs to encourage decarbonizing public schools. The successful candidate will be responsible for coordinating, as part of a cross agency team, an array of programs to expand energy efficiency, net zero schools, solar, electrification and resiliency across Maryland's 24 local education agencies. The successful candidate should have experience working closely with a variety of stakeholders, including those in historically underserved and disadvantaged communities. Program efforts will include being part of an interdisciplinary team focused on efforts benefiting the education sector. The successful candidate should bring a passion for energy and environmental justice and be ready and able to roll up their sleeves and implement real world efforts to help reduce the greenhouse gas emissions of public schools while creating new opportunities for engaging students and teachers in clean energy technologies.

The position will be responsible for the following tasks:

- Administering a portfolio of energy programs, including those delivering decarbonization combining energy-efficiency, solar, energy management and other activities to decarbonize public schools and similar institutions.
- Coordinating with MEA technical analysis partners and contractors to review applications for funding, applications and Program Design.

- Evaluating new energy efficiency program opportunities, developing program plans and proposals for future program development.
- Drafting grant agreements, project summaries, promissory notes and other documents necessary to issue financing or grants.
- Promoting MEA programs under the Manager's control.
- Coordinating with MEA's Finance Division to manage grant awards already issued, including monitoring invoice processes and closing out agreements when work is complete.
- Performing compliance-related activities, including on-site financial and performance audits of grant applicants and grant recipients, as needed.
- Participating in energy related workgroups on behalf of MEA.
- Representing MEA and its programs at state, local or professional gatherings, as needed.
- Staying informed regarding current local, state, regional, and international energy policy developments and market conditions that may directly or indirectly affect Maryland markets, businesses, and consumers.
- Other duties as assigned.

#### **Minimum Qualifications:**

- Bachelor's degree in 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.

#### **Preferred Qualifications:**

- At least two (2) years experience in a directly comparable role supporting clean energy programming, energy efficiency programming and sustainability
- Direct experience with energy efficiency and clean energy efforts for schools and other large organizations, commercial buildings or institutions
- 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.
- Strong verbal and written communication skills.
- Previous financial reporting experience and use of Salesforce and Microsoft Office, especially Microsoft Excel.

- Familiarity with specific federal reporting requirements including Davis-Bacon Wage Reporting, Buy American Certifications, etc.
- Past experience performing risk assessments, auditing or actuarial activities.
- Knowledge and experience with financial audits
- Ability to interface with the general public as well as State and local elected officials, as needed.

**Bonus Qualifications:**

- Experience working with stakeholders from overburdened and disadvantaged communities.
- Proficiency in one or more languages in addition to English and a willingness to employ these skills in the professional environment.

**To Apply:**

Send a cover letter, resume, writing sample, and salary requirements by email with “ Energy Program Manager - Decarbonizing Public Schools” 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 full time state employee position eligible for state benefits. Salary commensurate with experience, in the range of \$69,159 to \$111,505 annually.