



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

ENERGY PROGRAM MANAGER - 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, 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 decarbonize residential and commercial buildings while seeking opportunities for electrification. The successful candidate will have the opportunity to shape a new array of programs including programs to be created by MEA using funds from the Inflation Reduction Act (IRA)/Infrastructure Investment Act (IIJA) to implement programs to deploy energy efficient equipment and electrification. It is also anticipated that the successful candidate will lead the implementation of energy-efficient appliance standards that have recently been enacted in Maryland. 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 a variety of stakeholders, including those in historically underserved and disadvantaged communities. Lastly, 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 from the building sector.

The position will be responsible for the following tasks:

- **Oversee initiatives to support the decarbonization of buildings, appliance standards and transition to electrification**

- Develop strategies, policy proposals and programs to support the reduction of greenhouse gas emissions and fossil energy use in buildings, both residential and commercial
- Develop electrification specific programs for the building sector
- Develop programs to ensure awareness of Maryland's energy efficient appliance standards, including overseeing industry engagement and education and outreach
- Coordinate energy codes, with an emphasis on zero net energy codes and electrification/electrification ready requirements, with the Department of Labor and other relevant agencies
- Administer programs funded by the Inflation Reduction Act (IRA) and Infrastructure Investment and Jobs Act (IIJA)
- Review program applications for feasibility, decarbonization benefits and financial soundness.
- Draft program criteria, funding opportunity announcements, applications and outreach materials
- Administer programs including ongoing administration of application evaluation, grant performance monitoring, invoice approval and similar activities
- Coordinate with MEA's Finance and Administration Division and counsel on program administration
- Perform compliance-related activities, including on-site financial and performance audits of grant, loan or other incentive program documents as needed.
- Represent MEA and its programs at state, local or professional gatherings, as needed.
- Stay 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.
- Highly relevant work specific to the area of performance for this position may be considered as a substitute for educational experience on a case-by-case basis.

Preferred Qualifications:

- At least one (1) year experience in a role directly related to energy policy or program administration.
- 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 grant compliance requirements including Davis-Bacon Wage Reporting, Buy American Certifications, etc.
- 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 with energy related programs at the state, local or federal level.
- Experience coordinating programs with utilities and regulators.
- Experience with energy codes.
- 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- Building Decarbonization and 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 and does not accrue full benefits. Salary commensurate with experience in the range of \$64,828 to \$104,555 annually.