

PLANNING and DEVELOPMENT MANAGER



Reports to: Director of Strategy and Planning
Department: Strategy and Planning
Division: Efficiency Vermont
Date Approved: December 1, 2011

JOB SUMMARY: (What is done and why.)

Investigates targeted market segments to lead the planning and strategy development for increasing implementation of cost-effective, energy efficiency measures. Collaborates with internal organizational groups and external market actors to proactively identify market trends, barriers, and opportunities; set goals; and develop plans and strategies to achieve VEIC's goals and contractual objectives while contributing to a mission-driven, creative, and high-energy work environment.

ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Develops strategic approaches and priorities for market initiatives based on comprehensive analysis of market conditions, relevant technologies, and best practices to drive progress toward short-term efficiency savings goals and long-term market transformation. Develops high level plans that reflect clear cause-and-effect linkages between proposed activities, delivering customer value, and attaining goals.
2. Demonstrates leadership in target markets locally, regionally, and nationally through creative strategy development and innovative approaches. Collaborates with regional and national energy efficiency initiatives (NEEP, CEE, ACEEE, etc.). Attend market/technology relevant conferences and, as appropriate, present on EVT efforts.
3. Researches, analyzes, and compiles information on target markets and related technologies to improve organizational understanding of the markets. Market characterization often includes (but is not limited to) the following types of information: typical building and energy statistics, customer/market values and business drivers, barriers to implementing efficiency improvements, applicable efficiency measures, historical market penetration, efficiency programs outside of Vermont, and more.
4. Creates conceptual program designs that establish the framework for future implementation activities, including goals, resource needs, and metrics.
5. Provides organizational leadership in a collaborative spirit of teamwork to drive progress toward achieving efficiency savings and market transformation goals.
6. Coordinates with internal organizational groups, such as Operations and Implementation, Account Management, Engineering, Customer Support & Development, Marketing, Technical Services and others to transition high-level plans and conceptual program designs to implementation within target markets.
7. Exhibits strategic agility to identify relevant stakeholder groups and guide agreement among key decision-makers to move new approaches forward. May lead, manage, and/or participate on market or other cross-functional teams.

8. Establishes plans for effective working relationships with market partners (supply chain, design professionals, associations, etc.) to improve understanding of their business values and drivers as well as barriers to efficiency implementation.
9. Remains current on leading-edge technologies and efficiency programs and integrates them into appropriate target market initiatives in order to expand efficiency savings opportunities. Performs analysis of market-related energy efficiency measures as needed and appropriate, including characterization of new efficiency opportunities. Informs, instructs, and supports other groups in the organization on technologies and other market knowledge and best practices to provide guidance and assistance to them for program development and management.
10. Provides input to Efficiency Vermont's long term strategic planning efforts and reporting requirements. This may include the following: Annual Plan, Annual and Quarterly Reports, Budgets and other regulatory filings as needed.
11. Other activities that may be necessary within position:
 - Assists implementation staff as needed with outreach activities, which could include presentations, training events, trade show/conference staffing, and other efforts.
 - Maintains accurate project and market-related records in the VEIC database system and in hard copy files.
 - Maintains awareness and understanding of other VEIC/Efficiency Vermont programs and coordinates activities as necessary to maximize benefits and success of organizational efforts.
 - Develops, tracks, and manages subcontract scopes of work, deliverables, and budgets.
 - Writes, edits, and coordinates reporting deliverables related to Efficiency Vermont's Annual Plan, Annual Report, and Quarterly Reports.

KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. Strong personal commitment to the mission, vision, goals and values of VEIC.
2. Bachelor's degree in engineering, environmental science, or business, and at least eight years professional experience involving complex strategic work and planning assignments (experience with energy efficiency and/or renewable energy markets, programs preferred), or equivalent combination of education and experience.
3. Demonstrated strength in strategic planning, critical thinking, creativity, and innovation management.
4. Demonstrated leadership and management experience, including the ability to develop and attain goals.
5. Understanding of factors influencing consumer and/or business decision-making and market response to energy efficiency opportunities.
6. Knowledge of and experience with the relevant markets for particular planning area, which may include residential, multifamily, commercial, industrial and/or institutional facilities.
7. Basic understanding of energy efficiency concepts and technologies. Depending on the target market supported, a higher degree of technical awareness and expertise may be necessary.
8. Independent judgment, strong interpersonal skills, collaborative team spirit, and excellent written and oral communication skills.
9. Demonstrated ability to be organized, detail-oriented, accurate, and able to manage workload and multiple projects effectively given competing priorities in a dynamic and fast paced environment.
10. Proficiency with word processing and spreadsheet software and experience with database software.

WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal- Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External- Moderate travel is required to visit sites where efficiency measures are possible, proposed or installed and/or to visit partner organizations. Site visits may include entry into existing commercial, industrial, multifamily, or institutional facilities or construction sites. Occasional travel outside of Vermont to market or industry-related trade shows or conferences is expected. Candidates must possess a reliable vehicle for travel required by position.

PHYSICAL DEMANDS: (The physical effort generally associated with this position.)

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer screen. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work may include occasional pushing, pulling, or carrying objects weighing up to 40 pounds such as files, documents, and computer printouts. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.