

Workforce Program Manager  
Virginia Energy Efficiency Council

**Job Summary:**

The VAEEC is seeking a Workforce Program Manager to play a critical role in managing our newest program, the Energy Efficiency Workforce Initiative (EEWI). The purpose of the EEWI is to support efforts to build and train a skilled energy efficiency workforce in preparation for the Home Energy Rebates program, which will launch later this year by the state energy office.

We are seeking someone who has experience with grantmaking and/or project management. This position will oversee the design, implementation, and coordination of our grant making processes in addition to providing support to other workforce initiatives. A strong candidate will be a skilled communicator, an analytical thinker, and a problem-solver who is excited about developing a program from the ground up, and taking a hands-on approach to grantmaking.

The Workforce Program Manager will be comfortable strengthening and cultivating strategic partnerships to address workforce needs in the energy efficiency industry. The Workforce Program Manager will report directly to the Executive Director.

This position is based in Richmond, VA. Travel to other regions of the commonwealth will be required.

**Salary and Benefits**

The salary range for this full-time position is \$55,000-\$60,000 with the following benefits:

- Three weeks of Paid Time Off (PTO)
- Eleven paid holidays
- Paid parking and monthly cell phone stipend
- Retirement benefits
- Health insurance\*

*\*We do not currently offer health insurance but we are looking into offering it with enough eligible employees.*

**Essential Duties and Responsibilities**

*Program and Grants Management*

- Design grantmaking processes including development of the application process, eligibility criteria, etc.
- Launch grantmaking initiatives
- Manage day-to-day grants process, including application intake, review, award, reporting, and close out
- Assist other workforce development initiatives on a contractual basis
- Perform site visits to grantee programs
- Prepare monthly, quarterly, and annual reports on activities and financial data
- Prioritize and balance multiple projects, deadlines, and interests simultaneously
- Performs other duties as assigned

*Stakeholder Engagement and Collaboration*

- Host monthly calls with the VAEEC Workforce Committee to design, plan and launch EEWI grantmaking
- Build and maintain relationships with grantees through email, virtual check-ins and site visits
- Build and maintain partnerships with training and career support service-based organizations and employers to develop responsive workforce solutions

- Work with other VAEEC staff to develop case studies and other collateral to highlight program success
- Represent VAEEC at industry conferences and stakeholder meetings

### **Knowledge, Skills, and Abilities:**

- Knowledge of grant administration
- Effective oral communication with individuals from diverse backgrounds, including one-on-one conversations, presentations, and virtually
- Professional written communication including emails, word documents, and presentations
- Keen appreciation for follow-up, follow-through, and attention to detail
- Ability to be outgoing, charismatic, and comfortable leading meetings and discussions
- Ability to collaborate with others and to effectively work with different workstyles
- Ability to work independently and without supervision
- Exceptional ability to manage multiple priorities and work with deadlines while remaining flexible to respond to and manage the unexpected
- Proven ability to listen, discern challenges, and identify solutions using a thoughtful approach
- Demonstrate a desire to continue to learn and grow, and the ability to accept feedback

### **Minimum Qualifications**

Candidates must meet the minimum qualifications as detailed below.

- A bachelor's degree from an accredited 4-year college or university, or equivalent working experience required
- At least three (3) years of grant administration or project management experience
- Proficiency in Microsoft products (e.g. Word, Excel, PowerPoint) and Google products (e.g. Documents, Sheets, Slides)
- Valid driver's license

### **Preferred Qualifications**

The following qualifications are preferred but not required.

- Experience in a nonprofit setting
- Knowledge of construction, contracting, or building science principles
- Experience with workforce development programs

### **Application process:**

To apply, qualified candidates should upload their resume and provide brief responses [here](#). Applications submitted via other methods (email, LinkedIn, etc) will not be considered. No cover letter is required. We will accept applications until the position is filled.

### **About the Virginia Energy Efficiency Council (VAEEC):**

Founded in 2012, VAEEC is a 501c3 organization whose mission is to advance energy efficiency throughout the Commonwealth. We engage our members to identify barriers to and opportunities for energy efficiency advancement and to develop a strong, fact-based, and balanced industry voice before local, state, and national policymakers and regulators. Our diverse group members includes Fortune 500 companies, nonprofits, local governments, state agencies, and more, whose vision is for energy efficiency to be an integral part of Virginia's clean energy economy. For more information about the VAEEC, visit our website [www.vaeec.org](http://www.vaeec.org).

*Virginia Energy Efficiency Council is an equal-opportunity employer. All candidates are considered equally regardless of age, race, gender, sexual orientation, national origin, disability, or other non-merit factors.*

*We strive to create an inclusive and equitable workplace. If you meet 75% or more of these qualifications, then we encourage you to apply.*