



Southeast Energy Efficiency Alliance
50 Hurt Plaza, Suite 1250, Atlanta GA 30303
www.seealliance.org

Senior Associate – BetterBuildings Program

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Organizational Overview

SEEA is a 501(c)(3) nonprofit with the mission of promoting and achieving energy efficiency through networking, program activities, and education. The results of increased energy efficiency will be a cleaner environment, a more prosperous economy, and a higher quality of life in the southeastern United States.

SEEA is based in Atlanta, GA, and is active in the 13-state region of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia, and the Virgin Islands. SEEA has developed close partnerships with existing energy organizations and businesses in the Southeast, including investor-owned and public utilities, wholesalers, retailers, state governors and energy offices, state public utility commissions, environmental and energy nonprofit organizations, energy service companies, manufacturers, universities, consumer groups, low-income advocates, and residential, commercial, industrial, and agricultural consumers.

In April of 2010, SEEA was awarded \$20M by the U.S. Department of Energy (DOE) to develop local energy efficiency programs to provide comprehensive services in community neighborhoods to promote and administer energy efficiency and renewable technologies. Through an RFP process, SEEA awarded the following cities DOE funds to participate in the program:

- Atlanta, GA
- New Orleans, LA
- Jacksonville, FL
- Charlottesville, VA
- Huntsville, AL
- U.S. Virgin Islands
- Chapel Hill/Carrboro, NC
- Charleston, SC
- Decatur, GA
- Charlotte, NC
- Nashville, TN
- Hampton Roads Metro Planning District, VA

These cities form the Southeast Community BetterBuildings Consortium and have committed to collectively retrofit approximately fifteen thousand residential and commercial facilities over 36 months. Each city is independently designing and implementing their programs. However SEEA is committed to providing a range of technical support services to facilitate their efforts, including marketing and

communication materials that are informed by the latest data on consumer attitudes and decision making on energy efficiency projects.

In addition, SEEA contracts with vendors and partners to assist the cities in the design, delivery and evaluation of the program. The DOE has also established a Technical Assistance Provider network which provides support to grantees in the areas of finance; program design and implementation; technical issues; and performance contracting.

Position Description

The BetterBuildings Program Senior Associate (hereafter “Associate”) will report directly to the Director of the Programs and Services Division (hereafter “Director”) but will also work closely with the entire SEEA team.

The Associate’s primary duties are to assist the Director with all tasks related to the effective administration of the BetterBuildings Program grant and management of all subgrantee cities. The position requires strong project management skills, coupled with the ability to absorb and analyze large amounts of information quickly. There will be considerable exposure to subject matter in a wide variety of fields related to energy efficiency, e.g. finance, marketing, calculations of emissions reductions, workforce development. While the successful candidate may not be an expert in any of these areas, they must find such topics both intellectually interesting and professionally fulfilling.

This position requires sound organizational and communications skills, ability to work on a multi-city basis with a wide range of constituents, a demonstrated ability to work independently, to contribute effectively as a member of a team, and to collaborate with other SEEA teams and outside organizations.

Essential Duties and Responsibilities

Reporting to the Director of the Programs and Services Division, the Associate will serve as staff for SEEA’s tasks under the BetterBuildings Program:

- Manage interactions and communications with sub grantee cities including (but not limited to); writing weekly program bulletins; and overseeing the production of webinars by SEEA partners/vendors;
- Actively support and assist subgrantees in conducting their programs, through provision of information, arrangement of technical assistance, and effective communication with SEEA;
- Ensure that all sub grantee cities meet monthly reporting requirements to SEEA, and assist in the preparation of program reports from SEEA to the DOE.
- Assist with the management SEEA vendors, assuring that all deliverables and reporting requirements are met within agreed budgets and timelines, and that deliverables meet high quality standards;
- Assist the Director in developing programmatic direction and in managing relationships with key stakeholders, including DOE, program partners, and others;
- Provide support to the SEEA Technical Assistance Program Manager and other staff inasmuch as such support relates to the BetterBuildings Program as assigned;
- Plan and organize meetings, workshops, and other events as assigned;
- Provide research, analysis, and writing support for white papers, studies on a range of complex technical and program issues, and program reports.

- Deliver presentations to external stakeholders as assigned;
- Carry out other related duties as assigned.

Requirements

The successful candidates for this position will be able to demonstrate:

- Excellent analysis, research, and verbal and writing communication skills;
- Strong organizational skills, attention to detail, ability to work successfully with limited direct supervision, and an orientation to meeting goals and deadlines;
- Effective interaction and support of multi-city program operators;
- Demonstrated interpersonal, problem-solving and teamwork skills, and the ability to collaborate with different levels of an organization, both internally and externally;
- Strong computer skills, including MS Word, MS Excel, MS PowerPoint, and internet searching;
- Ability to communicate effectively with stakeholders and peers;

Background that is desirable but not required includes:

- Working knowledge of energy efficiency technologies, practices, programs, and policies;
- Experience with buildings sector and/or energy efficiency programs and projects;

A Masters degree is preferred; however a candidate with a Bachelors degree in a related field who has three or more years of experience and who can also demonstrate mastery of the required skills and knowledge sets will be considered.

Salary is competitive based upon experience. SEEA offers a generous benefits package and a stimulating work environment in Downtown Atlanta convenient to public transit (MARTA) rail and bus routes. Successful candidates will need to be based in SEEA's Atlanta office. Consideration of candidates will begin immediately and continue until the position is filled.

SEEA is an equal opportunity employer.

To apply, please send a resume, cover letter, and a writing sample to: ATTN: BBP SR Associate to seeajobs@seealliance.org,