



Now Hiring: Program Manager

Applications are due Tuesday, May 22, 2018

RENEW Wisconsin is hiring a Program Manager to help us achieve our mission by leading, managing, and ensuring successful implementation of key programs. The major programs at this time are focused on solar energy and include programs under contract from municipalities as well as philanthropic foundations.

We are looking for a highly motivated, multi-tasking individual that can effectively help grow solar and renewable energy throughout Wisconsin. This is a great opportunity to make a significant difference for Wisconsin's future!

This is expected to be a full-time position (40 hours per week) with 10-25% travel expected, mainly within Wisconsin. Occasional early morning, evening, and weekend events may be required. RENEW Wisconsin is a 501(c)3 nonprofit organization headquartered in Madison whose mission is to lead and accelerate the transformation to Wisconsin's renewable energy future through advocacy, education, and collaboration. Our vision is clean renewable energy powering a strong, healthy, and vibrant Wisconsin.

Apply by Tuesday, May 22, 2018, 11:59 pm CDT by sending your 1 page cover letter and 1-2 page resume to tyler.huebner@renewwisconsin.org with subject line "Program Manager." Salary will be commensurate with experience. RENEW Wisconsin offers paid time off, retirement matching program, and comp time benefits as part of the overall compensation package.

Learn more about our organization at www.renewwisconsin.org and www.facebook.com/RENEWWisconsin.

KEY COMPETENCIES:

- Highly motivated, self-starting, ambitious, and wants to make a real difference for Wisconsin
- An excellent "people person" who builds relationships, and is motivating
- Excellent attention to detail and strong organizational and planning skills
- Considerable interpersonal relationship skills with an ability to work with a wide range of people and demonstrate cultural sensitivity
- Meets and exceeds goals
- Ability to maintain a high level of accuracy in preparing information
- Ability to work efficiently in multi-task situations
- Effective skills in oral, written, and listening communication
- Considerable time management skills
- Willing to take on new tasks and learn new skills
- Creativity to deliver our programs in a fast-changing marketplace
- Ready for and wants a challenge

KEY QUALIFICATIONS:

- Strong interest in driving renewable energy expansion in Wisconsin
- Ideal candidate will have experience with solar power and/or renewable energy in Wisconsin
- Project management and organizing skills: well-rounded background and activities in managing projects and programs.

- Presentation and public education skills and experience. Comfortable with public speaking, delivering presentations, and communicating and engaging citizens
- Event planning skills, including the ability to organize various individuals, stakeholders, and media, as necessary
- Office management skills: strong organizational skills and Microsoft Office (Word, Excel, and PowerPoint)

EXPECTED WORK TASKS:

Program Management & Implementation (Approximately 75%)

- RENEW Wisconsin has certain grants and contracts with deliverables. The individual will manage and oversee success for these projects and support others, based on experiences and skill levels. These include:
 - Solar group purchase program and solar loan program for homes in Madison area
 - Solar business education program for Madison area
 - “Solar for Good” grant program for nonprofit organizations throughout Wisconsin
 - Faith & Solar program for educating and connecting communities of faith throughout Wisconsin
- Program implementation includes:
 - Managing all day-to-day aspects of the programs
 - Delivering public education and information sessions
 - Planning educational events and ribbon-cuttings
 - Working with solar installers and key stakeholders to ensure timeliness and overall contract/grant success
 - Overseeing interns, volunteers, and/or staff to implement various details of the programs

Additional Tasks (Approximately 25%)

- Solar market place development and organizing, including coordinating market actors around policy or technical improvements
- Organize events, press conferences, and information sessions to educate stakeholders and media about renewable energy successes and issues in the state. For example, help renewable energy installers and customers organize press events to celebrate recently completed projects
- Support annual bike ride fundraiser (September), annual conference (January), and other events as needed
- Represent RENEW Wisconsin at various meetings and events

ADDITIONAL INFORMATION

- Applicant must have a valid driver’s license as car travel is expected.
- There are no unusual physical demands placed on the individual in this position. An ability to sit and/or operate a computer for many hours during the work day is expected. Occasional light lifting of 25 pounds or less.
- Office hours are typically 9am to 5pm Monday through Friday. Travel and events will occasionally require this person to have early morning starts and evening and weekend engagements.
- Preferred candidates will have a bachelor’s degree in a related field or equivalent experience.

WORKING ENVIRONMENT

Work is performed in a small office environment. RENEW Wisconsin is an equal opportunity employer.