Position title: BEC Director
Supervisory responsibilities: Yes
Budget responsibilities: Yes
Reports to: Chief Operating Officer
FLSA Classification: Exempt
Date: February 2015

POSITION SUMMARY:

Civic Works, Inc. seeks a creative, independent individual who has leadership experience and a shown passion energy saving and community initiatives. This position will help maintain and grow the thriving Baltimore Energy Challenge program at Civic Works. The Baltimore Energy Challenge is a partnership program between Civic Works and the City of Baltimore’s Office of Sustainability. To continue meeting program goals we need an dynamic and experienced professional to manage the program aspects of the Baltimore Energy Challenge Community Engagement Program, and to work collaboratively with the Baltimore Energy Challenge Energy Efficiency Program Coordinator, City, non-profit, and corporate partners; direct staff and AmeriCorps volunteers; assist in development of marketing and communications; develop outreach materials, conduct community meetings, and perform financial and facilities management.

The selected candidate will work 40 hours per week and receive salary plus benefits including short and long-term disability, supported health care, 401k and dental. The selected candidate will be required to travel throughout the City for meetings and events often, and is expected to have his/her own vehicle for which mileage will be reimbursed.

Program Vision – The Baltimore Energy Challenge is Baltimore’s trusted energy conservation resource program providing energy reduction education and energy efficient products to Baltimore City residents, nonprofits, and businesses.

Program Mission – BEC connects with schools, City programs, community organizations, faith-based groups, and businesses to stimulate conservation efforts and provide resources to Baltimore residents through trainings, organizing kits, events, and web-based tools.
For five consecutive years, the Baltimore Office of Sustainability, Civic Works, and the Baltimore Community Foundation have successfully partnered to create and administer the Baltimore Energy Challenge. Since 2009, the Baltimore Energy Challenge (BEC) has helped city residents reduce their energy usage and provide resources to communities to spread messages about energy conservation.

The Baltimore Energy Challenge officially launched in August of 2009 as a nine month pilot program organizing in eight neighborhoods. The Baltimore Energy Challenge is a community-based social marketing, peer-to-peer network program geared to motivate behavior change in residents, students, businesses, and communities of faith. Our organizing model utilizes teams of neighborhood volunteers called Energy Captains and Junior Energy Captains, to reach out to their neighbors and encourage them to take the BEC pledge to reduce energy usage in their home by concentrating on low-cost and no-cost measures. BEC Community Engagement program also provides energy challenge grants to City schools where BEC AmeriCorps teach weekly. These schools serve as Energy Hubs, an organizing center for outreach to the surrounding neighborhoods. Consistently, the program realizes average savings across neighborhoods of 4% - 6%.

**JOB RESPONSIBILITIES:**

- Implement a program plan to achieve a large scale, comprehensive, citywide energy savings program that meets measurable objectives and milestones of the Baltimore Energy Challenge Community Engagement Program (outreach and teaching.).
- Manage the day-to-day program aspects including the supervision of approximately 25-35 people, including staff and AmeriCorps volunteers.
- Direct management of Staff assistant coordinators for Community Engagement, and Business Outreach.
- Provide budget management, forecasting and tracking of performance for multiple program budgets and goals.
- Maintain existing relationships with Baltimore City's Office of Sustainability, Community Action Partnership, Weatherization Office, City Schools, and other program partners in order to assess needs and receive feedback on their experience with the program.
- Craft and implement plans to reach residents through phone banking, online surveys and direct mail.
- Contribute to and implement program marketing and outreach campaigns.
• Continuously monitor and track program progress and effectiveness to help develop and design program strategies and ensure milestones are met on schedule. Collect and update data on energy efficiency measures related to program services.
• Document project results and provide information for quarterly and annual reporting, grant request, press releases, news articles, and website. Must be able to describe in-field activities, program progress and energy savings data.
• Review data collection, monitoring and verification scenarios.
• Monitor effectiveness of website and other social media, modify as needed.

Secondary Responsibilities

• Give presentations or workshops to small and large groups on program services.
• Provide one-on-one and group training for staff and AmeriCorps members, from initial educational discussions to implementation and review.
• Facilities management
• General administrative duties.

EDUCATION and EXPERIENCE:

• 4-year college degree, 5 plus years program management experience. Program management experience should include strategic planning, campaign management, program trouble-shooting, program design/development, marketing planning and personnel management.
• Skills in team leadership, public speaking, writing, data management. Strong organizational, communication, and interpersonal skills. A self-starter, creative thinker, and good administrator.
• Experience with online database programs.
• Energy efficiency & conservation education or installation experience.
• Political campaign development or management or community-based social marketing program development.

SKILLS AND ABILITIES:

• Drivers License (A driving record will be requested as well)
• A Drug test and a Criminal Background check will be required
• Passion for service and a background in volunteering
- Demonstrated ability to creatively solve problems.
- Computer skills and experience with database entry
- Proven ability to work efficiently in a fast-paced environment, troubleshoot, and follow projects through to completion, consistently on schedule, without loss of attention to detail and budget.
- Excellent written, verbal, organizational, and interpersonal skills.
- Significant analytical skills and ability to manipulate data in Excel.
- Excellent computer skills, proficient in Microsoft Office and experience with Internet research.
- Website content management systems, creating e-newsletters and social marketing.
- Excellent listening and communication skills.
- High level of self-motivation and ability to work independently when necessary.
- Flexibility and willingness to work simultaneously on a wide range of tasks and projects.
- Poised and works well under pressure, attentive to detail and can prioritize tasks.

Application Deadline: 3/20/2015
To apply, please submit a cover letter and resume to jobs@civicworks.com