

## Heat Pump Account Manager

***CEE is launching a program in the state of Minnesota that will transform HVAC markets and practices to adopt a highly efficient new product, air-source heat pumps. This program will play a key role in our state achieving a clean energy future. We are seeking a persuasive and engaging individual to work with HVAC installation contractors, distributors and manufacturers to collaborate on new ways to increase adoption of energy-efficient technologies – and air-source heat pumps in particular. This is a full time position that provides a wide range of benefits including Paid Time Off (PTO), medical, dental, life and long term disability insurance as well as a retirement plan.***

### Background:

CEE is a community-based clean energy nonprofit with offices in the North Loop of Minneapolis and St. Paul's Midway. We provide practical energy solutions for homes, businesses, and communities to cut energy waste and harmful emissions. We collaborate regularly with field peers and partners, and employ curious people who enjoy learning and contributing to Minnesota's quality of life and economy. Our workplace invites open door communications, respect for diverse backgrounds and points of view, and an emphasis on work-life balance.

### Responsibilities

- Play an integral part in the launch of an energy efficiency program designed to accelerate adoption of energy efficient products through strategic supply-chain engagement, with a focus on air-source heat pumps.
- In conjunction with other team members, work with electric utility representatives to increase the effectiveness of rebates for efficiency equipment, and overcome barriers to adoption of efficient HVAC equipment.
- Develop productive working relationships with HVAC installation contractors, distributors, wholesalers and equipment manufacturers to align market conditions and increase sales.
- Gather market intelligence and contribute to program strategy development.
- Track and understand technology research to assist in the development of technical best practices.
- Assist in training curriculum development for installation, program and sales trainings.
- Deliver trainings to HVAC installation contractors to increase familiarity with efficient technology, understand installation best practices and sales techniques.
- Contribute to quality assurance efforts.
- Maintain a directory of supply chain contacts and map market conditions and supply chain business models.
- Monitor and document results to ensure that product development activities achieve strategies, adhere to process, maintain schedule, and manage risk and budget.
- Contribute to existing programs to determine how increased supply chain engagement can enhance program results and implement collaboratively developed strategies.
- Other duties as assigned

## Qualifications

The ideal candidate will have experience in the HVAC industry and familiarity with both installer and supply-house business models, have an ability to understand and communicate technical details, and build a network of industry contacts to advance program goals. Additionally, candidates should have the ability to work in a highly collaborative and multi-disciplinary environment to move ideas forward; the ability to think strategically and creatively; have clear and effective communications skills for both verbal and written communication; and a passion for achieving success. The ideal candidate will possess the following qualifications:

- Degree or certification in a related field required (Business, HVAC, etc.)
- 3 years' technical experience in HVAC or energy-efficiency industry required
- 3 years' experience at HVAC installer, distributor or manufacturer company preferred
- 3 years' experience working with utility energy efficiency programs preferred
- 3 years' experience in HVAC training or sales in a related industry preferred
- Strong motivation to work in the energy-efficiency field
- Proven track record of presentation delivery and meeting facilitation
- Excellent verbal and written communication skills

## Working Conditions

- Must have reliable transportation to attend meetings, trainings, and off-site events throughout Minnesota, including transportation of materials and equipment as needed.
- Ability to work in fast paced environment, with a focus on achieving program goals and deadlines.
- Must be able to lift 25 pounds as well as carry, push, pull, kneel and squat

## Compensation

Dependent upon qualifications and experience; excellent comprehensive benefits package.

## To Apply

Email or fax cover letter and resume to Human Resources:

Heat Pump Account Manager Position  
Center for Energy and Environment  
212 3rd Avenue North, Suite #560  
Minneapolis, MN 55401

**Resume\_Submissions@mncee.org**  
FAX 612-335-5995

*Center for Energy and Environment seeks to enrich the diversity of the CEE community and encourages applicants from a wide range of backgrounds to apply. CEE is long noted for its research, policy advocacy and programming to provide practical energy solutions for homes, businesses and communities.*

*Equal Opportunity Employer*

**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

Employee Name\_\_\_\_\_

Employee Signature\_\_\_\_\_ Date\_\_\_\_\_

Supervisor Name and Title\_\_\_\_\_

Supervisor Signature\_\_\_\_\_ Date\_\_\_\_\_