



Job Description	Project Manager – Tech Svcs
Status	Exempt
Job Type	Professional
Job Level	Process or Project Manager

Position Mission

Under general direction, the Project Manager is responsible for defined deliverables within defined budget for a portion of a program or service offered through WECC.

Primary & Essential Responsibilities

1. Manage activities within a program or service to include, but not limited to:
 - Manage project/service activities from point of inception to completion. This includes, but not limited to: meeting timelines and deliverables as well as ensuring quality and compliance standards and developed processes are being maintained.
 - Provide analysis of project/service provided to ensure client needs are being fulfilled.
 - Work with peers and team members to evaluate projects/services including processes for purpose of identifying and implementing process efficiencies.
2. Lead project teams with internal and external members to ensure effective and timely completion of project deliverables.
3. Participate in hiring of diverse talent for the department team. Mentor, develop, coach staff and/or project team members and resolve issues as determined appropriate.
4. Build and maintain relationships to ensure WECC grows and remains competitive in the marketplace.
5. Provide excellent customer service to all clients, internal and external.
6. Keep current and/or learn of new or existing industry best practices through seminars and trade association participation.
7. These responsibilities are not all inclusive and other duties may be assigned from time to time.

Program Related Responsibilities (Scope)

1. Manage the planning, implementation and feedback process of assigned training activities.
2. Support curricula design, development and evaluation for assigned training including coordinating with subject matter experts (SME).
3. Support the development of low income energy assistance and technical training conferences.
4. Facilitate the development, revision and maintenance of program manuals, guides, technical assistance resources, and program materials (brochures, posters, etc.) as assigned.
5. Facilitate technical assistance for energy program-related software products including user technical support, guide development, user group facilitation and training resources as assigned.
6. Support technical data analysis related to program results as assigned.
7. Manage Information Center support of Home Energy Plus programs.



8. Manage Low Income Municipal & Cooperative Commitment to Community Programs.
9. Facilitate development, modification and updates of assigned program websites.
10. Manage tracking and quality control of training and participant data including support of the Home Energy Plus Training Management & Tracking System.
11. Provide input and review of program pilots, research projects and reports as assigned.

Administrative Management activities

1. Support compilation of reports including monthly activity tracking, quarterly activity tracking, annual contract reports, and other supporting reports for assigned projects as needed.
2. Support the development of assigned project operating plans and related budgets.
3. Tracks the budget for assigned project/service utilizing WECC's financial systems and client requirements.
4. Support WECC's Interstate Renewable Energy Council training program accreditation and Building Performance Institute Training and Test Center activities.
5. Mentor current program coordinator(s) and program assistant(s) to increase department efficiencies and skill set.
6. Support department data tracking for WECC's strategic initiatives.
7. Serve as a leader at WECC and as part of the department leadership team.
8. Increase overall project management knowledge in order to back up other project and program managers on team.

Essential Skills and Experience

1. Bachelor's Degree in Business, Education or related field and
2. 3-5 years of program/service work experience to include the following:
 - Budget management
 - Program /Process implementation
 - Project management
 - Supervision of staff or project team members
 - Prioritize work assignments for self and others
 - Track and analyze data and make recommendations
 - Build client relations
3. Excellent verbal and written communicate skills including proofreading and grammar.
4. Proficient use of Microsoft Office Suite specifically Word, Excel, and PowerPoint.

Additional Desired Skills and Experience

1. Working knowledge of and experience with state and federally funded Low Income Weatherization Assistance Programs.
2. Experienced in adult education and training development.
3. General knowledge of state and federally funded Energy Assistance Program (like Wisconsin's Home Energy Assistance Program – WHEAP).
4. General knowledge of state and federally funded Housing and Community Development Block Grant (CDBG) programs.
5. General knowledge of energy efficiency programs utility and/or community-based.



6. Working knowledge of SharePoint and CRM.

Additional Position Related Information

1. Position is based out of the Madison office
2. Travel required – mostly within State of Wisconsin – average 2-4 days
3. Ability to lift up to 50 pounds stand/sit for periods
4. Valid driver's license and ability to operate 12,000 lb vehicle
5. If candidate does not have any experience or education related to adult education or training/curriculum development and they are selected they must be willing to attend classes or obtain knowledge, skills and abilities in this area as directed by the Senior Manager.