



815 E Street, Suite 12716
San Diego, CA 92112
SDCommunityPower.org

OPEN POSITION ANNOUNCEMENT!

Senior Program Manager

Open until filled. First review 8/26/2022.

San Diego County – hybrid work schedule set by SDCP

About the role

San Diego Community Power (SDCP) is seeking a Senior Program Manager to oversee and lead the development and implementation of customer energy programs primarily funded through the California Public Utility Commission (CPUC). Under the direction of the Director of Programs, the Senior Program Manager is responsible for all aspects of CPUC program development and delivery including but not limited to program application development, budget development, team management, program marketing, regulatory reporting and stakeholder engagement. The position will oversee a range of programs tailored to SDCP's Communities of Concern and various market sectors including but not limited to residential, commercial, industrial, and municipal. This role manages consultants, directly supervises staff and interacts with a wide range of customer groups.

This role reports to the Director of Programs.

Who is San Diego Community Power?

San Diego Community Power ("SDCP") is a community-owned organization that provides affordable clean energy and invests in the community to create an equitable and sustainable future for the San Diego region. We aim to be a global leader, inspiring innovative solutions to climate change by powering our communities with 100% clean affordable energy while prioritizing equity, sustainability, and high-quality jobs. We are a values-led, mission driven organization grounded in Justice/Equity/Diversity/Inclusion (JEDI), Impact, Integrity, Innovation, Servant Leadership, and Togetherness.

Our History

SDCP was formed in 2019 as a public, not-for-profit community choice aggregator (CCA) in the San Diego region. We began electric service in 2021 and serve five member agencies: San Diego, Chula Vista, Encinitas, La Mesa and Imperial Beach, with the unincorporated communities of the County of San Diego and the City of National City joining in 2023. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. By the end of 2023, SDCP will provide electricity for nearly half the electric load

in San Diego Gas and Electric's service territory and will be the second largest CCA in California. For more information, please visit SDCommunityPower.org.

Commitment to Diversity

At SDCP, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and hope to hire highly qualified employees reflective of our communities. We provide equal employment opportunities to all applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Essential Duties and Primary Responsibilities

- Lead the coordination, management, and implementation of customer-facing programs by working closely with SDCP staff, the CAC, consultants, stakeholders, and other partner agencies.
- Develop and manage program budgets.
- Effectively build, integrate, and manage a rapidly growing team of staff, consultants, and contractors to carry out program activities, including evaluating and reporting results.
- Serve as primary point of contact for state funding agencies, specifically the CPUC.
- Develop and conduct requests for proposals, negotiate, implement, and manage contracts.
- Develop indicators to measure program effectiveness, analyze program outcomes to modify implementation activities, and develop and implement verification protocols to support cost and environmental effectiveness claims.
- Represent SDCP in a variety of public hearings, stakeholder engagement meetings, and other related.
- Work independently, using good judgment and initiative in carrying out assignments; Set goals and priorities and carry out multiple assignments concurrently; think strategically to mitigate political and regulatory impediments to program development.
- Monitor program progress in assigned program area(s) relative to goals and make recommendations for improved program delivery.
- Research potential funding opportunities and critically evaluate applicability, feasibility, and requirements.
- Draft staff reports and presentations for Board and Committee meetings and other external stakeholder engagement.
- Performs other related duties and responsibilities as required.

Minimum Knowledge, Skills, and Abilities

- Strong commitment to sustainability, community energy, and mission driven work.

- Demonstrated commitment to justice, diversity, equity, and inclusion within the organization and in our communities to build program accessibility and participation, including SDCP's Communities of Concern. Deep knowledge and demonstrated understanding of the fundamentals of environmental justice and equity principals.
- Two to three years of experience supporting the implementation of programs funded by California state agencies (e.g., California Public Utilities Commission, California Energy Commission, California Air Resources Board).
- Experience supporting the implementation of programs in one of the following areas: energy efficiency, building decarbonization, demand response, demand management,
- Three years of experience managing direct reports; including hiring, performance guidance and staff development.
- Deep knowledge and demonstrated understanding of general decarbonization strategies and associated programs to reach decarbonization goals.
- Demonstrated ability to strongly represent the organization in various professional engagement settings from local to national convenings (conferences, workshops, executive meetings, etc.).
- Establish effective and cooperative working relationships with customers, local businesses, community groups, interested stakeholders, officials of municipalities, agencies, special districts, and other related agencies.
- Positive, collaborative, supportive team member, excited to work with diverse teams and communities.
- Work independently, strong organizational skills and demonstrated goal setting and self-management to support multiple assignments concurrently.
- Strong work ethic and comfortable taking responsibility, initiative, and working in a fast paced, start-up environment.
- Strong communicator who can write and present compellingly and clearly.
- Ability to take and provide critical feedback in constructive ways.
- Strong critical thinking skills including a high tolerance for uncertainty and the ability to identify issues and propose solutions.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to comprehend and adhere to SDCP personnel policies.
- High proficiency with Microsoft Office Suite, Word, Excel, PowerPoint, and ability to use virtual meeting applications.
- Ability to travel to meetings and community events to meet with residents and stakeholders. Must have access to reliable transportation, and if driving an automobile, a good driving record. SDCP to reimburse mileage expense at the IRS mileage rate.

Preferred Knowledge, Skills, and Abilities

- Experience working in program management for a community choice aggregator, investor-owned utility, municipal utility or 3rd party program administrator.
- Experience working directly with regional energy networks and other CPUC-funded programs.

- Demonstrated subject matter expertise in more than one of the following areas: energy efficiency, demand response, demand management, building decarbonization.
- Familiarity with San Diego regional sustainability/energy/climate action ecosystem (i.e., public agencies, non-profits, community-based organizations)
- Proficient in verbal communication in multiple languages, Spanish and English preferred.

Education and Experience

Minimum of seven (7) years of professional experience in energy program administration or implementation including three (3) years of staff management experience. A four-year degree or higher from an accredited college or university; four (4) additional years of professional experience may be used in place of a degree.

Work Environment & Conditions

Prolonged periods sitting at a desk and working on a computer. The position occasionally requires carrying, lifting and/or moving objects up to 15 pounds and occasional travel locally.

At SDCP we work in the communities we serve and with each other in the office. To ensure that SDCP meets its obligation to provide a safe and healthy workplace for employees, SDCP requires employees to be fully vaccinated for COVID-19. Exemptions to the vaccine requirement will be considered for individuals with medical conditions that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with governing labor laws.

SDCP is an agency required to adopt and promulgate a Conflict of Interest Code ("COI"). The COI code requires employees in designated positions, including those identified under the interim disclosure process to file a Statement of Economic Interests (Form 700) on an annual basis. A Successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at the discretion of SDCP as needed.

Compensation

Starting Salary Range: Starting salary is not expected to exceed \$155,000; the position has a full salary range of \$140,000 – \$170,000.

Benefits: Standard benefits package including but not limited to:

Insurance: SDCP offers a group health benefits plan, including health care, vision, and dental insurance, for eligible employees. Health care support amount towards benefits elections equal to \$1,280 per month.

Retirement: SDCP offers a 457(b) plan for employee contributions and offers a 10% contribution to a Money Purchase Plan.

Paid Time Off: 11 holidays per year + paid winter holiday (*between 12/24-12/31*), 160 hours of accrued paid time off per year (*increases with time in service*), and 96 hours per year of accrued paid sick leave. Paid baby bonding time.

How To Apply

Applicants must submit their resume, cover letter, and references using the “Apply today” functionality on our Career Opportunities webpage at:

SDCommunityPower.org/about/career-opportunities

SAN DIEGO COMMUNITY POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AMERICAN DISABILITIES ACT (ADA) EMPLOYER.