

Managing Consultant



Reports to: Pod Director _____ Department: _____
Classification: _____
Date: _____ Approved: _____

JOB SUMMARY: (What is done and why.)

Responsible for the direction and management of very large and high profile projects, and/or projects with complex client relationships and/or political regulatory landscapes. Serves as senior advisor and mentor (providing quality assurance) for projects managed by other staff. Both contributes work and provides direction on work of other staff on a variety of projects that analyze energy efficiency and renewable energy markets, policies and programs for clients across the country and internationally. Makes significant contributions to business development and acquisition of new work. Member of Pod Operations and/or Long Term Planning teams. Serves as hiring manager for new positions and/or on hiring teams. Maintains partner relationships (cross project). Represents VEIC and the PE-Pod at national and international forums.

ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Manages high-profile projects promoting cutting-edge energy projects on behalf of clients throughout the country and internationally. This may include:
 - Designing, reviewing/critiquing and/or directly administering “in-field” implementation of energy efficiency and renewable energy programs;
 - Performing economic analysis of energy efficiency and renewable energy measures and programs;
 - Conducting or reviewing/critiquing energy efficiency and renewable energy program evaluations;
 - Drafting/defending regulatory testimony (i.e. serving as expert witness);
 - Managing/facilitating meetings of external groups, discussions and forums;
 - Manages communications with clients regarding ideas, concerns, strategies, etc.
2. Supports PE-Pod staff by acting as senior project advisor, providing mentoring, and quality assurance for a variety of projects.
3. Contributes to Pod management through participation in the Operations and/or Long Term Planning teams.
4. Directs, manages and assists in hiring and recruiting high-quality staff.
5. Provides major contributions to business development, the acquisition of new work, and decision making on what new work to accept/pursue.

6. Represents VEIC and the PE-Pod at national and international forums, conferences and committees.
7. Assists Director and Operations Manager in promoting the coordination of activities with other staff, pods, and divisions within VEIC as is necessary to accomplish organizational goals and objectives.

KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. Strong personal commitment to the mission, vision, goals and values of VEIC.
2. Excellent skills at “big-picture” thinking and strategic development.
3. Demonstrated creativity and innovation in approach to work.
4. Demonstrated ability to manage all aspects of large, complex projects – including client interaction, maintaining project budgets, and overseeing all aspects of project work.
5. Exceptional interpersonal skills, including comfort with persuasive communications.
6. Excellent written and oral communication skills, including ability to effectively advise, mentor, and delegate to staff.
7. Demonstrated ability to handle a variety of assignments simultaneously, address competing priorities and meet deadlines.
8. Proven ability to be organized, detail oriented and accurate.
9. Ability to facilitate group discussions and meetings.
10. Bachelors degree plus at least ten years of relevant professional experience, including both seven years managing projects and seven years working within the efficiency or renewable energy field, or a similar combination of education and experience from which comparable knowledge and skills were acquired. Advanced degree preferred (Masters or PhD. degree in relevant field).
11. Established positive reputation and professional connections within field of expertise.
12. Demonstrated ability to develop (and acquire funding for) new consulting projects.
13. Superior knowledge of the characteristics of key efficiency and/or renewable energy markets and measures.
14. Superior knowledge of good efficiency and/or renewable program designs.
15. Facility with techniques of economic analysis.
16. Proficiency with word processing and spreadsheet software.

WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal- Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External- Moderate travel – requiring an average of 3 to 5 days per month out of the office.

PHYSICAL DEMANDS: (The physical effort generally associated with this position.)

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer screen. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work may include occasional pushing, pulling, or carrying objects weighing of approximately 40 pounds such as files, documents, and computer printouts. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.

SUPERVISORY RESPONSIBILITY:

Supervision is received from the Director of Planning & Evaluation.