

Job Announcement

ASSOCIATE PROGRAM MANAGER – SUSTAINABILITY PROGRAMS DEVELOPMENT

Strategic Energy Innovations
San Rafael, CA

Strategic Energy Innovations (SEI) is seeking an Associate Program Manager to grow and manage our work in Education, Green Workforce and Sustainable Communities, with an emphasis in partner relationship development and fundraising in addition to program management. This work will be focused on fundraising for our School of Environmental Leadership (TheSEL.org) and across our K-12 science and environmental literacy education efforts. This position requires a multitasker who is excited to lead and support a variety of our team's work.

This is a full-time regular position based out of our main office staff in San Rafael, CA. Typical working hours are Monday-Friday, includes travel and field support, and requires flexibility for occasional evening and weekend work. Target start date is as soon as possible. Applications will be considered on a rolling basis.

ABOUT SEI

SEI is a non-profit organization based in San Rafael, Marin County with a 20+ year track record of designing and facilitating high-impact sustainability initiatives. SEI is committed to building leaders who drive climate solutions. We achieve this goal by partnering with community groups that are integral to local climate and energy solutions, such as K-12 education institutions, colleges and universities, housing providers and municipal governments through funding from diverse federal, state, municipal, and foundation sources. Our staff works closely in a team-oriented environment supporting each other on projects and creatively developing new models and approaches. We're looking for a resourceful individual to join our team who enjoys fundraising for and leading multiple concurrent projects and has the ambition to grow with our organization. More details on our programs and services can be found at:

- <http://www.seiinc.org>
- <http://www.thesel.org>
- <http://www.energizeschools.org>
- <http://www.climate-corps.org>
- <http://www.energizecolleges.org>

RESPONSIBILITIES

The Associate Program Manager (APM) reports to and supports the activities of SEI's Executive Director and other program directors and managers, in addition to leading programs of their own. Ideally, this candidate will provide fundraising expertise to improve our broad portfolio of development efforts. We are looking for candidates who can work comfortably and professionally with a diverse set of colleagues, partners, clients and program participants, that include: K-12 administrators, teachers and students, operations staff, young professionals, community stakeholders, financial and technical service providers, and funders. The APM will be involved in all phases of projects, from design and fundraising, to planning, implementation, evaluation and reporting. This

team member will manage staff and external partners contributing to their programs, providing appropriate direction, support, mentoring and supervision. Responsibilities include:

- Lead our SEL replication efforts along with our K-12 partner development and fundraising efforts, while supporting peers to fundraise in other areas of our organization.
- Lead the management of programs focused on our efforts within the K-12 education and project-based learning initiatives, which leverages the school campus holistically as a living learning laboratory.
- Assist with all aspects of our education projects and programs, including grant/proposal writing, school partner outreach and recruiting, curriculum development, teacher training, instructional planning, direct instruction, staff supervision and mentorship, evaluation, and reporting.
- Establish and expand strategic contacts and our agency's reputation as an innovator, expert and thought partner by representing the organization externally at select conferences, workshops, meetings and events.

QUALIFICATIONS

- Master's degree in a business or environmental discipline. A Bachelor's degree may be considered in cases where applicant can demonstrate relevant job or equivalent master's level experience with an increasing degree of scope and responsibility.
- Track record of successful fundraising efforts, leading and growing a body of work through with timely fulfillment of associated tasks & deliverables.
- Understanding of the organizational mechanisms of school districts, elementary schools, and educational funders highly desired.
- Broad understanding of sustainability, climate change, energy efficiency and clean energy concepts and topics, evidenced by experience teaching these subjects, work in these fields and/or pursuit of additional coursework, seminars and professional certifications.
- Evidence of strong verbal and written communication, analytical and organizational skills.
- Experience and ease developing relationships and skilfully working with colleagues, partners, clients, and constituents.
- Prior people management, mentoring and supervision experience and aptitude, including ability to convey direction in a positive, constructive and succinct manner. Aptitude for interpersonal rapport building and working collaboratively with others. Experience with coaching emerging teachers highly desired.
- Exceptional time management and organizational skills and ability to self-manage and follow through to ably and reliably meet multiple, concurrent deadlines.
- Strong experience with and interest in various information technologies along with competency across the Microsoft suite of office automation software (e.g.: MS Word, Excel, Power Point, etc.). Aptitude to quickly learn industry or project specific software.
- Ability to work under direct supervision, collaboratively in teams/ partners, or independently.
- Ideally, possess an understanding of educational pedagogy and standards (including the Next Generation of Science Standard), along with experience delivering curriculum and/or training content.
- Valid drivers' license and access to a reliable vehicle.

COMPENSATION

SEI offers a competitive starting salary for this position of \$63K to \$68K plus company paid medical benefits.

PHYSICAL REQUIREMENTS

This position requires applicants to perform the following tasks: Read/comprehend, write, perform calculations, communicate orally, reason and analyze, use fine finger movements, use a computer and mouse, sit, stand, walk, drive a motorized vehicle, carry and/or lift up to 40 pounds, reach above shoulder level, bend, squat, crouch, kneel, push/pull, grasp.

APPLY TO

Qualified applicants should email a resume and cover letter describing how their interest, qualifications, and experience are a perfect match for this position, to Strategic Energy Innovations at jobs555@seiinc.org Please include “Associate Program Manager” in the subject line of your email. No phone calls please. SEI is proud to be an equal opportunity employer. We strive to reflect the diverse communities we serve, especially those most impacted by climate change and other kinds of environmental, social, and economic injustices. Persons of color, persons with disabilities, older adults, and members of the LGBTQ community are strongly encouraged to apply.