



271 Grant Street, Buffalo, NY 14213, 716-884-0356, [www.pushbuffalo.org](http://www.pushbuffalo.org),

## **PUSH Green Program Manager**

### **Main Purpose of Job**

The PUSH Green Program Manager coordinates all the day-to-day operations of the PUSH Green programs including Green Jobs/Green New York (GJGNY), Green and Healthy Homes Initiative (GHHI), small commercial green building retrofit program, and the Cleaner/Greener program (solar). The PUSH Green Program Manager manages the work of the energy advocates, program assistant and the PUSH Green marketing team. This is position requires substantial work hours and a significant focus on driving customer sales through creative marketing and strong program implementation. The PUSH Green Program Manager is a member of the leadership staff of PUSH, and works closely with Program Directors.

### **Duties and Responsibilities**

- Tracking outreach efforts in each program area, specifically targeting small business, Not For Profits and residential building owners
- Managing a formal referral program to encourage residential and business program participants to refer friends, neighbors and colleagues to the program
- Creating a formal partnership agreement with a consortium of Centers of Influence (COI) that signals their commitment to working with PUSH to leverage resources and the participation of difference constituencies in the GJGNY, GHHI, Warm and Dry on the Westside; commercial retrofit and Cleaner/Greener Programs.
- Convening 8 quarterly meetings with COI consortium members to ensure coordinated and strategic efforts at connecting residents with programs
- Managing one-to-one grassroots outreach efforts of Energy Advocates, which includes initial home pre-screening visit
- Manage Program Assistant's office system work including filing, lead tracking and phone work (incoming and outgoing)
- Working with the PUSH Green marketing team to create outreach and educational materials with specific program information, monthly customer testimonials, newsletters, and social media updates
- Overseeing a local outreach campaign to include mailings, flyering and local events
- Maintaining current and up-to-date knowledge of program components and other related programs and processes
- Present on PUSH Green programs at events
- Meets contract goals for recruitment of building owners; collects and organizes building owner information
- Attends regular trainings sponsored by NYSERDA and other funders for program information and updates
- Completes reporting and communications requirements from funders
- Acts as grant manager for all grant projects in assigned program areas including assisting in drafting grant applications, hiring and supervising grant staff, managing the grant budget, and ensuring that grant deliverables are accomplished in accordance with granting source expectations and guidelines.
- Performs other duties as assigned and requested

### **Skills and Specifications**

- Excellent attention to detail
- Superior organization and time management
- Self-directed and self-starting
- Effective communication skills both written and verbal
- Possess program marketing expertise
- Have excellent customer service and time management skills
- Must be a creative program solver

### **Education and Qualifications**

- Previous experience in energy retrofit work or with energy retrofit industry partners, and Building Performance



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- Institute certification as a Building Analyst and/or Envelope Professional, preferred
- Comfort with meeting with people in their homes, cold calling, door knocking, presenting at community meetings and providing front end and back end customer service.
- Familiar with web-based social networking and mobile software applications; also, proficient in Microsoft Office and cloud-based programs such as Outlook 365 and Google Drive
- A proactive, creative, and flexible attitude
- BA or MA not required and a plus

### Physical Requirements

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work time may be evenly split between office settings or in the neighborhoods. Limited local travel is required.
- Light physical effort in an office environment
- Frequent computer use
- Primarily sedentary work with occasional bending and reaching
- Maintain a high energy level; comfortable performing multi-faceted projects in conjunction with day-to-day activities
- Regularly required to speak clearly and hear the spoken word as well
- Regularly required to read and write clearly

*PUSH Buffalo offers a great benefits package and competitive salary.*

*Apply now! Joining our team will provide you with the opportunity to make a difference every day.*

*PUSH Buffalo is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.*

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