City Energy Project Technical Advisor Job Announcement

February 16, 2017

Job Title:
*City Energy Project Technical Advisor*

Location: St. Louis, MO

Background

The City Energy Project is a national initiative to create healthier and more prosperous American Cities by improving the energy efficiency of buildings. The position of City Energy Project Technical Advisor [Energy Technical Advisor] will be housed in the City’s Building Division, and support the City of St. Louis’ participation in the City Energy Project. The Energy Technical Advisor will be hired by the Missouri Botanical Garden as a contracted individual to work in partnership with City Departments, local partners, private entities and citizens to further the strategies identified by the City to increase energy efficiency, boost local economies, and reduce harmful pollution. This is a term contract and the individual will not be an employee of the City of St. Louis or the Missouri Botanical Garden.

The City of St. Louis has demonstrated its commitment to sustainability and energy efficiency in a variety of programs, efforts and documents. The City’s Planning Commission adopted the City of St. Louis Sustainability Plan in January 2013. The most recent City of St. Louis greenhouse gas inventory (2015) indicates that the energy used in buildings is responsible for approximately 77% of citywide greenhouse gas emissions. City Energy Project strategies should result in further implementation of a number of objectives within the Sustainability Plan. The benchmarking requirements associated the Building Energy Awareness bill recently passed by the Board of Alderman will result in increased use of the City’s energy efficiency financing program: Set the PACE St. Louis. These efforts will also be instrumental in the implementation of the Climate Action and Adaptation Plan.

Job Description

The contracted Energy Technical Advisor will work with the Building Division and other city departments to assist with the execution of initiatives designed to advance energy efficiency in existing buildings within the public and private sector. The Energy Technical Advisor will be part of a City Energy Project network of similar positions located in cities across the country to support building energy efficiency policy initiatives, and will spend a portion of his or her time engaged at the local, regional, and national levels to advance the City’s energy efficiency goals.

The role calls for a balance of leadership, technical expertise, and proficiency in outreach and education. The Energy Technical Advisor will interface with the real estate sector, utility companies, industry and others in the community. In addition, this role will require flexibility and strong organizational, written, project management, and communication skills. Successful candidates will have a track record that demonstrates their ability to work independently, to contribute effectively as a member of a team, and to collaborate across organizations.

Responsibilities

- Develop and execute a detailed work plan to implement the City of St. Louis strategies for achieving energy efficiency in large existing buildings.
- Lead various work streams, including but not limited to, outreach to and education of stakeholders, engagement with local utilities, drafting internal and public-facing documents, and navigating internal city processes.
- Develop and manage strong relationships with city government, key stakeholders, and partners in the community.
- Maintain appropriate bi-directional communication and information flow with city departments and community partners.
• Conduct basic analysis of large data sets related to real estate and energy metrics.
• As appropriate, handle administrative tasks, such as meeting minutes and drafting summary reports.
• Specific job responsibilities include:
  o Coordinate with the City’s Facilities Management division to conduct and establish an on-going process for benchmarking municipal buildings.
  o Perform outreach to building owners related to compliance with benchmarking policy.
  o Work with stakeholders to coordinate training opportunities for building owners, real estate and building industry professionals related to benchmarking, energy efficiency and retro-commissioning, and green leasing.
  o Compile and produce annual report on benchmarking data and make data available on the City’s website.
  o Develop of an Energy Efficiency Challenge and Energy Concierge Service.
  o Develop a plan to ensure continued funding for the Energy Technical Advisor position and City Energy Project programs.

Skills and Experience
• Advanced degree in relevant discipline, such as energy or building sciences, preferred.
• Minimum of three years of post-college work experience suggested, at least five years preferred.
• Exceptional analytical, interpersonal, organizational, and data management skills are required.
• Experience managing projects in a team setting, including developing project plans and managing timelines.
• Experience collaborating with diverse stakeholders to problem-solve and achieve goals.
• Comfort with public speaking in varied settings, ranging from working groups to conferences.
• Excellent writing skills and ability to tailor messages and materials to different audiences.

Pluses
• Experience with ENERGY STAR Portfolio Manager.
• Experience living or working in the City of St. Louis.
• Fundraising experience.
• Experience working within municipal government on policy, particularly related to environmental, equity, or public health.
• Knowledge and experience related to building sciences, commercial real estate, or energy efficiency in buildings.
• Experience working with utilities on energy efficiency programming, rate design, or related issues.

Travel
This position requires travel outside of the City of St. Louis metro area less than 10% of the time.

To Apply
To submit an application for this contracted position, email a resume and cover letter with “City Energy Project Technical Advisor” in the subject line to Glenda.Abney@mobot.org and a copy to OswaldF@stlouis-mo.gov no later than 5 PM on March 24, 2017. Applications will be considered as they are received, and a candidate may be selected prior to this date.

This contracted position is funded by a grant from the City Energy Project, a joint initiative of the Institute for Market Transformation (IMT) and Natural Resources Defense Council (NRDC). It is expected that the contracted term will be 12 months, commencing when the contract is signed, with the potential for renewal until December 31, 2018, based on overall project progress and employee performance. Renewal of the contract is also contingent on funding being secured. No benefits will be provided, and compensation is commensurate with experience.