

JOB DESCRIPTION: Electric Infrastructure Program Manager

Non-Exempt

Part 1: Position Summary

Responsible for building and maintaining relationships with electric utilities, facilitating meetings, and identifying opportunities for them to receive federal funding through USDA/DOE programs. Assists in the execution of BEL strategic initiatives related to applicable programs. Develops, manages, and performs key tasks and activities related to BEL programs and projects, such as facilitating USDA/DOE program meetings and events, and engaging utilities to support BEL initiatives. Undertakes program-related BEL operations as needed, including supporting event logistics, marketing, and outreach.

Part 2: Duties and Responsibilities

- Conducts relevant outreach activities, including phone calls, emails, and in-person meetings, to establish rapport and understand stakeholder needs and goals.
- Develops, processes, and disseminates various documents including correspondence, reports, and leading practices.
- Prepares meeting agendas, presentations, and necessary documentation to ensure productive and efficient discussions.
- Facilitates dialogue and fosters collaboration among participants, encouraging active engagement and information sharing.
- Documents meeting outcomes, action items, and follow-up tasks, and distribute meeting minutes to stakeholders.
- Monitors USDA/DOE programs and funding opportunities that are relevant to electric utilities. Analyzes program guidelines and eligibility criteria to determine the suitability of each opportunity.
- Collaborates with eligible utilities to assess their project needs and align them with appropriate funding programs.
- Provides guidance and support in the development of grant proposals as needed.
- Cultivate strong relationships with key stakeholders, including electric utility leaders, USDA/DOE officials, and industry organizations.
- Performs research on issues of interest for BEL sponsors and staff as assigned.
- Proactively shares relevant information with the BEL team.
- Other duties as assigned.

Part 3: Qualifications

- Bachelor's degree in a relevant field
- Proven experience in relationship management, business development, or a related field, preferably in the energy or utility sector.
- Knowledge of USDA/DOE programs and funding mechanisms for rural utilities.
- Familiarity with the electric utility business model and its unique challenges and opportunities.
- Excellent interpersonal and communication skills, with the ability to build rapport and effectively convey complex information to diverse audiences.
- Demonstrated ability to facilitate meetings, lead discussions, and manage group dynamics.
- Strong analytical and problem-solving skills, with the ability to identify opportunities, assess feasibility, and develop program-related plans.
- Detail-oriented and highly organized, with the ability to manage multiple tasks and deadlines simultaneously.

- Proficient in using productivity tools and software for work-related duties, project management, data analysis, and report generation.
- Ability to travel as needed to work at BEL meetings, both in and out of town.
- Ability to work remotely and maintain a professional environment with consistent daytime hours.

As of May 2023