



Conservation Services Group

ENERGY STAR® Residential Energy Program Field Manager

For more than two decades, Conservation Services Group (CSG) has helped Americans make smart energy use decisions an important part of the way they live and work. CSG designs, develops, and delivers innovative, results-driven energy efficiency and renewable energy programs that get results. We bring our experience, expertise, creativity, and commitment to our goals of using environmentally responsible approaches in helping business and home owners lower costs, increase comfort, and improve indoor air quality; and in championing the development and use of renewable, alternative energy.

People who work at CSG say that it's a unique kind of organization — one that nurtures individual talents and inspires dedication. We share a commitment to our work and our mission. CSG has a collegial atmosphere, where people respect and encourage each other to help the environment and change the way our country uses energy. How about you; do you see yourself as a part of our team?

Current Job Opportunity Summary:

CSG's Portland, Oregon office is responsible for the implementation of the ENERGY STAR New Homes Program sponsored by Energy Trust of Oregon and is looking for a dynamic manager to motivate staff and inspire builder partner participation. The Program requirements are demanding and the work environment is fast-paced and stimulating, it is the place to be if you are outgoing, energetic, and self-confident. Are you the recruiting staff manager extraordinaire we are looking for?

Responsibilities:

- Manage and support the field staff activities of identifying and signing new home builders into the Program.
- Initiate and drive programmatic and technical support of field staff and builder partners, to meet or exceed project completion goals.
- Set field staff goals, and motivate, train, and direct staff to recruit and sign builders, to elicit contractor support, and to increase the number of ENERGY STAR homes built.
- Communicate to staff, all Program operations progress and updates including marketing initiatives and administrative guideline changes.
- Prepare and conduct presentations to builders and subcontractors on Program benefits, statistics, and guidelines. Train staff to conduct these presentations.
- Prepare comprehensive reports and updates on all builder outreach/recruiting activities.

Qualifications:

- 4–6 years experience in residential construction, energy efficiency, or building science discipline.
- 1–2 years experience in managing remote, cross-functional teams.
- 2–3 years experience in energy program operations.
- Excellent written and interpersonal skills.
- Excellent presentation and recruiting or sales skills.
- Work well in team environment.
- Proven ability to manage multiple program activities.
- Very proficient with Microsoft Office, including Outlook, Word, PowerPoint and Excel. Experience with energy use analysis and REMRATE a plus.
- Significant travel required at times, geographic regions include state of Oregon, with specific focus on Portland, Eugene, Bend, Medford and areas in between.
- HERS rater certification or equivalent training a plus.

Reports to:

NW New Homes Program Manager

Salary Range (Commensurate with experience):

\$42,000–\$58,000

Benefits:

CSG will pay for trainings and national & regional conference attendance. Generous benefits including Health Insurance, Dental, Paid Life, STD & LTD Insurance, Paid Leave Time, and Employer Matching Retirement Plan

Forward resume in Word or PDF format with cover letter to:

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CSG is an equal opportunity employer.

For more information visit www.csggrp.com.