

Efficiency Maine Trust

POSITION DESCRIPTION

TITLE: PROGRAM MANAGER
REPORTS TO: DIRECTOR OF PROGRAMS
DEADLINE FOR APPLICATION: OPEN UNTIL FILLED
LOCATION: PORTLAND, ME OR AUGUSTA, ME
(Check <https://www.energymaine.com/careers/> for status updates)

ABOUT THE POSITION

This Program Manager position will focus on managing Efficiency Maine’s initiatives to promote electric vehicles (EVs) and off-peak chargers in Maine. This role is central to the organization’s efforts to help Maine consumers transition to high-efficiency, clean-energy vehicles that are less costly to operate and maintain. The Program Manager will oversee the program design and delivery of financial incentives aimed at increasing the sales and usage of EVs and promoting EV charging during off-peak hours to optimize impact on the electric grid. The position will also assist, as needed, initiatives to promote more public charging infrastructure in Maine. Over time, the Program Manager may have the opportunity to support or oversee other Efficiency Maine initiatives beyond the scope of electric vehicles and off-peak chargers. Successful candidates will have strong project management, writing, and speaking skills, with an attentiveness to detail.

Working at Efficiency Maine means being part of a mission-driven, innovative organization where your work directly contributes to a more energy efficient future for Maine. Staff value the opportunity to make a real impact through nationally recognized programs, collaborate with smart and supportive colleagues, and continuously grow through challenging projects and professional development. Efficiency Maine offers hybrid work options, potential to shape your roles and responsibilities, and a culture supportive of general work-life balance.

Please note that this job description is not a comprehensive list of all activities, duties, or responsibilities required in this position.

NEXT STEPS

Please send a **resume** and **cover letter** indicating that you are applying for the Program Manager position and describing your interest in Efficiency Maine and relevant qualifications. If you do not currently live in Maine, describe your interest in the State. Send all materials to hr@energymaine.com.

COMPENSATION AND BENEFITS

Efficiency Maine is committed to fair employment practices and employee pay equity. We do not discriminate based on protected class (race, sex, veteran status, disability, age, color, religion, national origin, marital status, sexual orientation) in the payment of wages or screen applicants based on their current or past compensation. We determine salary by reviewing your application materials to evaluate your related education, experience, and training. Efficiency Maine is an equal opportunity employer.

Salary Range: \$62,000-\$75,000. Actual compensation packages are based on several factors that are unique to each candidate, including but not limited to skill set, depth of experience, and equitable salary placement among staff.

Benefits:

- Health insurance (with deductible and eligible co-pay reimbursed 100%) and dental insurance
- Hybrid working arrangement with offices in Portland and Augusta
- 20 days paid time off and 13 holidays per year, plus 2-week longevity leave every seven years
- 401(a) and 457 retirement plans with Efficiency Maine's contribution of up to 5% of your salary
- Flexible health and dependent-care spending accounts
- Employer-paid life insurance, short-term disability insurance, and long-term disability insurance
- Employee assistance program

MORE ABOUT THE POSITION

Sample tasks include:

- Manage programs, including designing and modifying program approaches; tracking, analyzing, and reporting on projects; and overseeing program implementation by contractors or sub-contractors.
- Collaborate with trade allies, car dealers, and other stakeholders to drive demand for the program and identify opportunities for continuous improvement.
- Track, analyze, and report on project data and program performance. Research and evaluate options to grow programs.
- Lead the development of outreach materials, such as web pages, brochures, and fact sheets, to promote the benefits of EVs and off-peak charging. Present and staff Efficiency Maine booth at community events.
- Assist the Director of Programs in assessing program designs and identifying opportunities for continuous improvement.

Essential Skills:

- Communications – Ability to speak, write, and present effectively; Ability to observe, ask relevant questions, and listen intently to gain actionable insights; Ability to communicate technical information to a broad range of readers.
- Project management – Ability to develop plans with precise tasks, assignments, and due dates; gain buy-in from the members of the project team and market participants, and keep projects on schedule.
- Problem-solving – Ability to identify and assess problem situations, identify causes, gather and process relevant information, generate possible solutions, and decide on next steps.
- Teamwork – Ability to establish and maintain positive working relationships with others, both internally and externally, to achieve the organization's goals and build a culture of customer service.

Position Requirements and/or Preferences:

- Education: Bachelor's degree required.
- Employment history: At least three to five years of work experience is preferred.
- Authorization to work in the United States.

ABOUT EFFICIENCY MAINE

Efficiency Maine is an independent, quasi-state agency that runs programs in Maine promoting energy efficiency, beneficial electrification, and demand management. Our nationally recognized programs offer financial incentives, technical information, and a network of independent contractors to help homeowners and businesses save money and reduce their greenhouse gas emissions. Visit efficiencymaine.com for more information.

WHY YOU'LL LOVE WORKING HERE

Make an Impact That Matters

Be part of a mission-driven team advancing Maine's clean energy future. Your work directly shapes nationally recognized programs that make a real, measurable difference in people's lives and in the environment.

Pioneer Cutting-Edge Solutions

From innovative EV incentive programs to first-of-their-kind off-peak charger initiatives, you'll take on projects that challenge you, inspire you, and let you see the tangible results of your effort. You'll work on cutting-edge solutions that few organizations are pioneering.

Grow Your Career

We're big enough to offer clear career paths and deep expertise in energy and transportation, but small enough to provide opportunities for you to explore new roles, stretch your skills, and keep learning.

Join a Team You Enjoy

Work with smart, supportive, kind-hearted colleagues who bring out the best in each other. Collaboration is how we operate. Our culture is friendly, inclusive, and genuinely enjoyable—you'll look forward to coming to work.

Work Flexibly, Live Fully

With hybrid schedules and true work-life balance, you can do meaningful work while keeping time for what matters most. We offer flexibility to work from our Portland office or Augusta office, with up to two days of remote work.

Count on Great Benefits

Enjoy competitive salaries, excellent health insurance (with reimbursement of eligible deductibles/co-pays), strong paid time off (20 days plus 13 holidays, plus 2-week longevity leave every seven years), 401(a) and 457 retirement plans with employer contribution up to 5% of salary, flexible spending accounts, employer-paid life and disability insurance, and employee assistance program.