



Michigan Saves®

The Nation's First Nonprofit Green Bank

Position Description

TITLE	Senior Program Manager of Commercial Program
CLASSIFICATION	Full-time employment; exempt from overtime
REPORTS TO	Chief Program Officer

Position Overview

A Senior Program Manager is responsible for program design and implementation, and the day-to-day execution of Michigan Saves's commercial financing program. This role will drive demand and related strategies for program participation and manage program performance and execution. The position requires a dynamic leader with an understanding of finance, clean energy technologies and commercial buildings, and strong stakeholder relationships and project management skills. The ideal candidate will work collaboratively across teams and stakeholders to ensure the successful delivery of our commercial program portfolio. The Senior Program Manager of commercial programs reports to the Chief Program Officer (CPO).

Essential Duties

Program Management and Delivery

- Oversee Michigan Saves commercial financing programs and related projects and initiatives.
- Contribute to program budgeting and forecasting.
- Manage program workstreams and associated timelines and deliverables, ensuring program workstreams are completed on time, within scope, and within budget.
- Track program performance metrics, identifying risks and engaging program service areas to adjust programmatic strategies and activities as needed in support of program outcomes.
- Assist the partnerships, finance and operations teams in troubleshooting issues and responding to inquiries from contractors, lenders, and borrowers pertaining to eligible measures, project impacts, and other programmatic requirements or guidelines.
- Coordinate with staff to prepare regular reports for stakeholders, funders, the executive team, and the board of directors on program progress and impact.
- Regularly review commercial program data to support program tracking and evaluation.
- Manage relationships and expectations with funders and program sponsors.
- Communicate program insights to leadership and other stakeholders.

Pipeline Development and Transaction Support

- Identify engagement opportunities for the Partnerships team to reach target audiences, including research to inform strategies that reach underserved markets by Michigan Saves contractors and financing programs.
- Develop a strategy for customer recruitment informed by strategic directions for the commercial program, input from the Partnerships team and stakeholders, and other research and market intelligence.

- Represent the organization at conferences, workshops, and other events with lenders, businesses, energy efficiency contractors and service providers, utilities and/or communities to increase awareness of Michigan Saves commercial financing and serve as a knowledgeable, trusted resource on clean energy financing.
- Support the Partnerships team in outreach and relationship building with potential borrowers, developers, utilities, financial partners, and architecture and engineering firms, to drive demand for Michigan Saves commercial financing programs.
- Identify and troubleshoot issues on customer financing transactions to facilitate timely closing and project completion.

Program Strategy and Development

- Manage special projects requiring research, outreach, and grant administration to inform Michigan Saves commercial financing strategies and program design for emerging markets and technologies. Contribute to commercial program design and implementation strategies.
- Stay abreast of energy auditing standards (e.g., ASHRAE), building codes, and clean energy technologies and applications in commercial buildings, including efficiency performance, costs, and return on investment.

Core Competencies

- **Adaptability:** The ability to adjust effectively to changing circumstances, embrace new ideas, and remain resilient under pressure. Demonstrates flexibility, openness to change, problem-solving, including taking on new or evolving job duties as assigned.
- **Attention to Detail:** Applies thoroughness in accomplishing a task through concern for all the areas involved, no matter how small; monitors and checks work or information; plans and organizes time and resources efficiently.
- **Written Communication:** Uses writing effectively to advance Michigan Saves mission; creates complex documents (memos, reports, strategy documents, etc.) that achieve desired results; tailors writing style to the audience and organizes and expresses complex ideas in a clear and compelling manner.
- **Curiosity:** Seeks new knowledge to enhance personal and professional development; asks thoughtful and focused questions and listens sincerely to the answers; maintains a growth mindset to support the mission of Michigan Saves.
- **Planning and Prioritization:** Manages time effectively to complete required tasks, creates and follows schedules as needed, prioritizes important deliverables, estimates timetables for deliverables, and completes tasks within a well-defined time frame; pivots when time frames change; works on multiple projects concurrently.
- **Problem Solving:** Identifies constraints and solves problems by analyzing data and situations and applying critical thinking to decide on courses of action; demonstrates independent judgment and critical thinking in task execution, embodying a 'Think and Act' mindset; implements the solutions developed.
- **Project Management:** Organizes people and activities; understands how to develop work into efficient workflow; anticipates opportunities for synergy and integration in project execution; demonstrates broad knowledge and perspective; utilizes project management resources in an efficient and effective manner to keep projects on task and budget.
- **Continuous Improvement:** Actively seeks self-improvement and identifies steps toward success to meet or exceed performance expectations. Develops an annual professional development plan that supports both individual growth and contributes to the organization's goals.

Leadership Expectations

This is not a supervisory position.

Qualifications

Education:

- Bachelor's degree in business, finance, economics, or a related field or equivalent experience

Experience:

- Minimum of 5-7 years of experience in program management or business development within a finance, nonprofit, or government sector, with a focus on clean energy or sustainability.
- Experience in business development and relationship building.

Skills:

- Proven track record of business development that drives social and environmental impact.
- Proven ability to manage multiple projects and meet deadlines in a fast-paced environment.
- Excellent communication and interpersonal skills, with the ability to engage a wide range of stakeholders.
- Passion for environmental sustainability and commitment to social equity.

Work Environment

Michigan Saves employees work fully on-site or in a hybrid environment. This position involves a dynamic work environment requiring travel throughout the state, as well as extended hours at a computer or on the telephone. Adaptability to varying work settings and schedules, including occasional evening and weekend work, is essential. The nature of the work involves multitasking, completing repetitive tasks and having contact with the public and clients.

Compensation

- Salary range to be determined based on education and experience
- Competitive medical, dental, life, disability, and vision
- Organization 401(k) contribution
- Paid time off granted upon start date
- 13 paid holidays
- Paid parking

Review of applications will begin mid-February. **Please email your resume and cover letter to:** admin@michigansaves.org. All documents must be submitted as a PDF or Word document.

It is the policy of Michigan Saves to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Employees are selected based on ability or assessed potential to meet the needs of Michigan Saves and the specific job requirements as stated in the job description. In addition, Michigan Saves will provide reasonable accommodation for qualified individuals with disabilities.