



## Program Manager, Local Government Program

### **Who We Are**

[Clean Power Alliance](#) (CPA) is Southern California's locally operated non-profit default electricity provider for 32 communities within Los Angeles and Ventura counties and the 4<sup>th</sup> largest electricity provider in the State of California. We provide clean renewable energy at competitive rates to over three million residents and businesses through approximately one million customer accounts.

### **What You'll Do**

CPA is seeking a detailed-oriented and highly motivated professional with energy experience to join our team as the Program Manager, Local Government Program. a newly created and high-profile role will support the development and implementation of an innovative offering to advance clean energy in partnership with local governments in Los Angeles and Ventura Counties.

The Program Manager will develop, launch, and implement a customer-facing program to support local government agencies to adopt clean energy technologies in alignment with CPA's Local Programs for a Clean Energy Future plan. This new offering will specifically work to advance resiliency and grid management, building and transportation electrification, and local procurement to assist local agencies in meeting their climate action strategies.

The Program is envisioned to combine two optional participation pathways. First, a menu of scalable options, such as municipal fleet electrification, building electrification, and EV charging at City or County sites, one of which would be available to each member agency. Second, a grant opportunity for unique projects related to resiliency and grid management, electrification, and/or local procurement.

### **Who You'll Work With**

The Program Manager, Local Government Program will work under the supervision of the Director, Customer Programs and will work closely with CPA's Customer Programs, Power Planning & Procurement, Customer Care, Regulatory Affairs, External Affairs, Strategic Accounts, and Marketing teams. The Program Manager will closely collaborate with staff and elected officials within member agencies, community-based organizations, customers, contractors, and developers, as well as outside consultants to effectively implement the Program. Given the cross functional aspects of this role, stakeholder engagement and coordination internally as well as externally, will be a critical part of the work.

## **Commitment to Diversity**

At CPA, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. Clean Power Alliance provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

## **Culture**

CPA fosters a culture of open communication, responsibility, intellectual curiosity, and exceptional judgment. As a small team that has quickly built the largest Community Choice Aggregation program in the country, high levels of trust, collaboration, and mission alignment are key factors in success. We value fact-based creativity in our work, accountability with our stakeholders, and promote ethical engagement and diversity with our brand.

## **Successful Candidates Must Demonstrate the Following Abilities:**

- Enjoy engaging with passionate internal and external stakeholders.
- Strong communicator who can write compellingly and clearly.
- High tolerance for uncertainty but know how to bring things to resolution.
- Strong work ethic and comfortable taking initiative.
- Ability to work in a fast paced, start-up environment.
- Work well on diverse teams and with consultants.
- Be able to interpret and explain policies, procedures, and regulations.
- Translate complex technical information into non-technical messages for customers and stakeholders.
- Be able to organize and carry out projects with minimal instruction.
- Compose correspondence independently based on policy and guidelines and maintain complex records.
- Be able to provide and accept constructive feedback and adjust methodology in alignment with the tasks/goals at hand.

## **Duties and responsibilities include:**

- **Program/Project Management:** Tracking metrics, budgets, contractor scopes of work, and other key delivery elements to ensure compliance, deliver on plan, and meet key deliverables and deadlines. Provide ownership and accountability for Program, coordinate with internal and external stakeholders to drive results and program improvements.
- **Local Government and Stakeholder Engagement:** Presentations and messaging development to support Program outreach and engagement. Build relationships with member agency leadership and staff, in addition to key community stakeholders, to drive program success.

- **Subject Matter Expertise:** Experience and familiarity with distributed energy resources and customer programs. Tracking and incorporating industry best practices and market trends, actively pursuing new ideas and opportunities to enhance program offerings, building, and driving a roadmap for future efforts.
- **Marketing and Customer Acquisition:** Lead activities to recruit participants in customer programs, coordinate with CPA's marketing and community outreach teams to publicize program opportunities and develop marketing materials for individual customers and targeted groups.
- **Measurement, Analytics, and Verification:** Develop indicators to measure program effectiveness, analyze program outcomes to modify implementation activities, and develop and implement verification protocols to support cost and environmental effectiveness claims.
- **Funding Acquisition:** Secure outside funding from local/regional/state funding sources to support and expand CPA's customer program portfolio, as needed.
- **Regulatory/Market Expertise:** Serve as subject matter expert for CPA on customer programs, including following key compliance and regulatory proceedings at CPUC, CAISO, and other relevant arenas.
- **Written Reports and Oral Presentations:** Write reports and make oral presentations to CPA's Board of Directors, Board Committees, executive management, customers, and industry groups.
- **Team Management:** Effectively manage a team of project staff, consultants, community stakeholder groups, and contractors.
- **Other Duties as Assigned.**

## Qualifications

- **Southern California residency is required.** To meet with members of our communities, member agencies, and local governments. This position will also require you to attend in-person events at various locations.
- Candidates must have a bachelor's degree in a related field and a minimum of 5 years of work experience with environmental or energy programs, community outreach and engagement, and/or managing complex projects.
- Specific experience in utility program/project implementation, knowledge of resiliency and grid management, electrification, and/or local procurement preferred.
- The ideal candidate will have experience working in or with local governments, preferably in the CPA territory and knowledge and understanding of the CCA business model preferred.
- Must be able to sit at a desk and work on a computer for prolonged periods.

### **Required Skills**

- Excellent verbal and written communication skills. Comfort presenting to senior officials and in public settings.
- Excellent organizational, scheduling, time management skills and attention to detail.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to fully own tasks and processes with minimal oversight.
- Knowledge of modern office procedures and practices including preparing correspondence and operating modern office equipment
- Correct English usage, grammar, spelling, vocabulary, and punctuation.
- Highly proficient with Microsoft Office Suite, particularly Excel and PowerPoint.

### **Work Location**

**Southern California residency is required for this position.** This position is eligible for either Hybrid or Remote options. The Hybrid option requires 2-3 assigned days in the Downtown Los Angeles office and includes an enhanced transportation allowance. The Remote option requires you to reside in Southern California to meet with members of our communities, member agencies, and local governments. This position will also require you to attend in-person events at various locations. It also requires in-person attendance at organization or team-wide events 3 times per year for 3-5 days per event.

### **Salary and Benefits**

The salary range for this position is \$130,169-\$187,442 with exact compensation to be determined by Clean Power Alliance, dependent on experience. Benefits include health care, a 401(k)-like match program, paid vacation, and sick leave. This is not a civil service position; however, all CPA employees are required to submit a Statement of Economic Interests form, also known as the Form 700.

### **How to Apply**

Candidates should apply on [CPA's LinkedIn Jobs Page](#). The start date for the position is as soon as possible and will remain open until filled.