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| <b>Job Title:</b>    | Program Manager, Renew Our Schools            |
| <b>Employer:</b>     | Resource Central; Boulder, CO                 |
| <b>Job Status:</b>   | Full-time, Exempt                             |
| <b>Reports To:</b>   | Program Director: Water & Energy              |
| <b>Compensation:</b> | Competitive compensation and benefits package |

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### **About Resource Central**

We're thirty people in Boulder determined to make conservation so simple that people don't even realize they're doing it. Founded in 1976, our nonprofit's programs in water, energy, and waste have helped more than 500,000 people improve their homes, conserve natural resources, and save money. Learn more at: [ResourceCentral.org](http://ResourceCentral.org).

### **Job Purpose**

Renew Our Schools, an initiative of Resource Central, has been recognized as one of the top nonprofit energy conservation programs in the nation. We seek an energetic environmental entrepreneur to build on the program's legacy and grow it nationally as the model for school energy conservation and climate action. Renew Our Schools works to engage the leaders of tomorrow in creating actionable change through facilitating spirited school-to-school competitions that lead to significant energy reductions and hands on education. With a goal of building on the program's impressive success in Colorado and growing nationwide, Renew Our Schools uses real time energy monitors and a variety of hands-on educational activities to help schools save significant money on their energy bills, empowering students to learn about their usage and take tangible steps to conserve. The Program Manager will be responsible for providing leadership, staff supervision, and day-to-day management for this rapidly growing initiative and will be challenged to take it to the next level.

Resource Central provides tremendous benefits including: health, dental, vision, life insurance, 403b retirement plan with match, generous paid time off and paid holiday offerings, reimbursement on a fitness membership, free bus pass and more.

### **Principal Responsibilities**

The essential duties of this position include, but are not limited to, the following:

- Manage all day-to-day aspects of the Renew Our Schools program including setting schedules, managing tasks and resources to meet all impact and financial goals.
- Develop strategic direction, operational guidelines and growth strategy for the Renew Our Schools program with a focus on scalability.
- Create and implement a marketing plan to meet or exceed all goals of program participation.
- Supervise part-time program staff and volunteers.
- Develop and manage the program budget.
- Maintain partnerships with existing key program partners, as well as new partner development.

- Analyze program systems, processes and procedures and implement improvements leading to improved program impact and efficiency. Document all processes.
- Provide financial management for programs and have responsibility for Profit and Loss statements.
- Track and monitor program metrics to ensure objectives and goals are met, and proactively communicate and report program information
- Be an active member of Resource Central's team and positively contribute to the organization's success.

### **Skills and Abilities**

- Proven success developing or growing high impact programs or projects.
- Ability to take initiative, solve problems and manage projects independently.
- Superior communication skills and attention to detail.
- Strong critical thinking and strategic thinking skills.
- Ability to prioritize and multitask effectively.
- Ability to supervise and motivate staff and volunteer work force.
- Excellent computer skills.
- Familiarity and/or experience with energy conservation, building energy performance management, and/or working with K-12 schools strongly preferred.

### **Qualifications**

- Must have experience leading a project or program with minimal supervision and a track record of program growth and financial success.
- Must have valid driver's license and access to a reliable vehicle. Travel to other Front Range cities occasionally required.
- Additional time may be required, including occasional weekend and evening work.
- Bachelor's degree preferred.
- Minimum of 2-3 years of work experience in program management/coordination.
- Experience leading marketing efforts and gaining buy-in from multiple stakeholders to accomplish shared goals.

To apply please send a cover letter and resume to [HR@resourcecentral.org](mailto:HR@resourcecentral.org) with the subject line "Renew Our Schools Program Manager"

Resource Central is dedicated to equal employment opportunities. We provide equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, sexual orientation, race, color, religion, national origin, disability, marital status, military status, gender expression, genetic information or any other classification protected by applicable state or local law. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds.