



September 2017

JOB POSTING: PROGRAM MANAGER

The Institute for Energy Economics and Financial Analysis (IEEFA), a non-profit organization, is seeking to hire a program manager in our Cleveland headquarters office.

IEEFA's mission is to accelerate the transition to a diverse, sustainable and profitable energy economy. The Institute's work combines top-notch financial analysis, a deep understanding of energy economics, and a commitment to training environmental advocates and attorneys to understand and use the information IEEFA provides.

IEEFA's research, daily news and commentary are posted at www.ieefa.org. IEEFA has played a key role in the transition [away from using coal-fired power](#) to generate electricity in the U.S., in exposing the financial vulnerabilities of the [Dakota Access pipeline](#) and other pipelines, and in making the financial case for [divestment from the coal industry](#) and [investment in renewable energy](#) in the U.S. and around the world.

IEEFA's headquarters office provides support to a team of professionals located in several cities in the U.S. as well as Australia, the United Kingdom, the Philippines, and Hong Kong.

Responsibilities

The position is full-time and located in our Cleveland headquarters office. This is a newly-created position, designed to provide support for our growing organization, which began operations as an independent non-profit in 2013.

The program manager will report to the executive director and work closely with the operations director.

Duties include:

Conference planning and logistics

IEEFA holds an annual three-day [Energy Finance conference](#), which provides training and strategic support to 300 environmental advocates and attorneys from the U.S. and around the world. The next conference will be held in March 2018 at Columbia Law School in New York City. The program manager will:

- Be a key member of the conference planning team, assisting with organizing the agenda, recruiting and arranging for speakers, and collating reading materials for continuing legal education credits for the attorneys who attend the conference.
- Work with the operations director to provide logistical support before and during the conference

Grants management:

IEEFA is primarily supported by foundation grants and contracts. The program manager will:

- Prepare grant reports and other materials for IEEFA's funders
- Prepare grant proposals
- Assist in maintaining calendar of foundation grant due dates for applications and reports.

Website and report preparation:

IEEFA produces several major research reports each month, as well as daily commentary about the global energy transition on ieefa.org. Depending on his or her skills and interests, the program manager will have opportunities to:

- Undertake research for IEEFA's reports
- Work on report production
- Provide support for website
- Participate in the dissemination of IEEFA's research to the media, policy-makers, financial analysts, and environmental advocates

Qualifications

Candidates must have a bachelor's degree and at least three years of relevant experience. Master's degree preferred.

We are seeking a professional who has excellent organizational and writing skills. The candidate should have a strong interest and/or experience in energy finance issues and experience working at a non-profit organization. Experience in grants management and/or conference planning is also a plus. The individual must be a quick learner, be able to work in a deadline-driven environment, and have strong time management skills. Proficiency in Microsoft Word and Excel are necessary; experience with WordPress or other CMS systems is a plus.

IEEFA provides a collegial working environment and values high quality work. Because our team works from many locations and time zones across the world, clear internal communications and responsiveness are particularly important.

Some travel is required for this position, including quarterly trips to New York City for IEEFA team meetings.

The salary will be commensurate with the applicant's experience, and the position includes a benefits package. Minorities and women are especially encouraged to apply.

To apply:

Interested persons should provide a resume and two writing samples to:

Sandy Buchanan, Executive Director
Institute for Energy Economics and Financial Analysis
sbuchanan@ieefa.org

All submissions should be by email with the phrase "IEEFA Program Manager Search" in the subject line. No phone calls please.