

Energy Program Manager

International Programs (Washington, DC)

The National Association of Regulatory Utility Commissioners (NARUC), a 501©4 trade association, seeks a Program Manager for its international energy regulatory programs. The Program Manager will support the activities of NARUC's International Department that promote exchange of best practices in energy regulation between U.S. public utility commissions and energy regulators in emerging and transitioning economies around the world. The program Manager will be based in NARUC's office in Washington, DC.

Responsibilities

The Program Manager has significant responsibilities related to coordination of planning, designing, implementing and monitoring and evaluation (M&E) for bilateral and regional projects. The Program Manager collaborates closely with program staff (Program Officers and Senior Program Officers) to ensure timely and effective implementation of programs and reporting to donors. The Program Manager serves as a project leader for a small team. He/she monitors workplan and activity implementation of team members and provides formal mentoring and training to other program staff.

The position is grant-funded and is conditioned upon continued donor funding and satisfactory performance of duties.

Requirements

The Program Manager splits time between oversight of program design and implementation, coordination of reporting, and training for program staff. The ideal candidate will meet all or most of the following criteria: sound knowledge of the energy sector and issues facing emerging and transitioning economies; previous experience in program management, mentoring and oversight of workflow processes; strong organizational skills and attention to detail; prior experience with managing donor relations and senior delegations in developing countries; strong communication, strategic thinking abilities and analytical skills; and excellent English writing and presentation skills.

The position also requires a proven track record of program management, including project development, monitoring and reporting throughout the project lifecycle. The ideal candidate will have significant experience in donor communications, implementation, impact assessment, and logistical coordination of large-scale international and domestic events involving multiple stakeholders, or relevant transferrable skills. Experience with team leadership and training is desirable.

The position requires strong strategic-planning experience, ability to work in a fast-paced environment, diplomacy and problem-solving skills. The position will work with numerous international program implementation staff within the department and must be able to juggle multiple projects with short deadlines.

International travel required (approx 25-40% of time).

Education and Experience

An advanced degree in Energy/Environmental Science, International Relations, Public Administration or a related field and 5-7 years of professional experience is preferred. Coursework in economics is very helpful. Knowledge of the nonprofit or association environment is desirable. Knowledge and/or experience with USAID and USG regulations and procedures highly desirable. Language proficiency in geographically-relevant regions is beneficial (Spanish, French or Russian).

Must have excellent writing and communication skills.

Salary will be commensurate with experience and qualifications. The organization offers a generous benefits package.

Must be US citizen or have US work permit. Please send cover letter, resume, and salary history to Ms. Erin Hammel (job@naruc.org), Director, International Programs, NARUC, www.naruc.org/international. No telephone calls. EOE