

## Community Energy Planner

The Center for Energy and Environment (CEE) is hiring for a new Community Energy Planner. We are seeking a candidate with experience in facilitation, data analysis and project management, and a passion for community-based work to join our team. This role requires big picture thinking as well as nimble problem-solving, with strong organizational, communication and relationship management skills. The position demands the ability to work independently, to contribute effectively as a team player, and to collaborate with both internal and external stakeholders.

You will be joining a motivated team that values creativity, hard work, open communication, and a passion for having real impact in communities.

This is a full-time position that provides a wide range of benefits including Paid Time Off (PTO), medical, dental, life and long-term disability insurance and retirement plan. This position is based in our North Loop office but is currently remote to align with CEE's COVID-19 response policies. We anticipate this position to return to the office in accordance with CEE's return to work plan.

The Community Energy Planner has no direct reports and reports directly to the Community Energy Program Manager.

### Background:

CEE is a community-based clean energy nonprofit with offices in the North Loop of Minneapolis and St. Paul's Midway. We provide practical energy solutions for homes, businesses, and communities to cut energy waste and harmful emissions. We collaborate regularly with field peers and partners, and employ curious people who enjoy learning and contributing to Minnesota's quality of life and economy. Our workplace invites open door communications, respect for diverse backgrounds and points of view, and an emphasis on work-life balance.

### Responsibilities:

The Community Energy Planner will lead planning, project management and strategy implementation for individual communities participating in Xcel Energy's Partners in Energy offering. Partners in Energy works with local governments and other community entities to create energy plans tailored to local communities' needs and provides targeted assistance with the implementation of these plans. The Community Energy Planner will oversee a portfolio 3-6 of communities at a given time, with responsibilities that include managing local stakeholder input through a series of planning workshops, coordinating between community and utility points of contact, supporting community-led implementation strategies, and analyzing data to measure progress toward community goals.

- Work collaboratively with CEE staff to deliver high-quality program services
- Manage project-level tasks and budgets to ensure they are on track and within scope
- Manage relationships with both internal and external stakeholders to uphold/maintain CEE's strategic position within the project team

- Serve as project lead on community intake and planning
  - Conduct background research, including interpretation of demographic and energy use data
  - Plan and facilitate community stakeholder meetings and workshops, including managing all meeting logistics, making presentations, facilitating group decision making, and coordinating all follow-up activities (e.g. notes, recording attendance, community portal updates)
  - Coordinate the ongoing participation of utility, local government, business and community stakeholders in the planning and implementation phases
  - Conduct data analysis for assigned communities to facilitate data-informed decisions by the community, upholding privacy considerations
  - Write community Energy Action Plans, including documentation of planning process and workshop outcomes. Shepherd plans through review and approval process
- Manage implementation support provided to communities
  - Design implementation plan and budget for each assigned community
  - Provide overall project management for strategies identified as part of planning process
  - Facilitate design of community based social marketing campaigns, including effective messaging, communication tactics, and outreach volunteer training
  - Develop content for communications pieces, including website and marketing materials for communities
  - Manage internal and external resources to achieve identified goals and targets
  - Interpret data for assigned communities to monitor implementation progress and tell success stories
- Identify and manage available CEE, utility and other resources; Effectively connect communities to the right resources at the right time
- Use established systems to create work plans, track milestones, and report progress; help develop systems and processes where none currently exist
- Follow up with community stakeholders, hold them accountable for achieving established goals and milestones
- Recognize and uphold established program standards to deliver consistent work products, including attention to branding and communications protocol
- Effectively manage strategic relationship with Xcel Energy staff and programs

### **General Responsibilities**

- Understand and adhere to corporate policies and procedures
- Understand and follow processes and procedures required for the job

- Attend trainings as requested and read organization-wide emails and correspondence
- Check your email each working day, respond promptly and use the calendaring system
- Schedule and attend meetings with both internal and external stakeholders
- Adhere to job duty and attendance expectations as directed by your supervisor
- Must be able to work nights and weekends, as needed
- Other tasks as assigned

## **Qualifications:**

- Baccalaureate degree in city planning, environmental studies, or related field (or a combination of education/training and/or experience)
- At least 5 years of experience in planning, community outreach, facilitation, and/or energy services
- Excellent writing, oral, and interpersonal communication skills, including comfort with public speaking
- Exceptional organizational and problem-solving skills
- Successful experience with process design and facilitation of group decision making
- Experience leading planning processes with multiple stakeholder groups
- Experience with client relationship management and navigating dynamic relationships
- Experience working with communities in a planning or project implementation capacity
- Experience using data to inform decision making
- Exceptional attention to detail and assiduous follow-through
- Exceptional computer skills, including advanced skills in Word, Excel, and PowerPoint
- Must demonstrate time-management skills and the ability to meet deadlines
- Must have reliable transportation to attend meetings and off-site events at multiple CEE offices and in communities, including transportation of materials and equipment as needed

## **Preferred Qualifications:**

- Familiar working with or within local government entities
- Comfortable working closely with Investor-Owned Utilities
- Knowledge of utility Demand Side Management programs

## **Compensation**

Dependent upon qualifications and experience.

## **How to Apply**

Email or fax ***cover letter, resume and salary requirements*** to Human Resources:

Community Energy Planner Position  
Center for Energy and Environment  
212 3rd Avenue North, Suite #560  
Minneapolis, MN 55401

**Resume Submissions@mncee.org**

FAX 612-335-5995

*Center for Energy and Environment seeks to enrich the diversity of the CEE community and encourages applicants from a wide range of backgrounds to apply. CEE is long noted for its research, policy advocacy and programming to provide practical energy solutions for homes, businesses and communities.*

*Equal Opportunity Employer*