



Program Manager Vacancy Announcement

Interested in Working Towards a Cleaner Environment?

Already working in renewable energy, biomass renewable energy or forestry? Technology Transition Corporation (TTC) has a vacancy for an energetic and self-motivated career professional that is as committed to reducing our global carbon footprint as we are!

Technology Transition Corporation is a management services company that assists organizations in growing markets and removing barriers for emerging energy technologies and sectors. We start and manage non-profit industry associations and for-profit ventures in energy-related areas like biomass thermal energy, biogas, hydrogen and fuel cells, renewable energy credits, environmental engineering, electric power operations, and related conference and event planning. For these clients, TTC provides financial management, accounting and reporting services, in addition to broad technical and management services. (www.ttcorp.com)

We are searching for the right candidate to fill a **management position** to serve as the Executive Director of the Biomass Thermal Energy Council (BTEC), focused on leading this prominent and increasingly influential national trade organization for the growing biomass heating industry. The position will also include the role as Policy Program Manager for the Renewable Energy Markets Association (REMA), working across state and federal arenas to ensure access and availability to renewable energy products and services. As such, this position entails a broad and challenging set of responsibilities that require strong interpersonal skills, experience in government affairs and policy development, passion and enthusiasm for the BTEC and REMA's purposes, proven management skills, creativity, initiative and the ability to multitask. The candidate will report to senior TTC staff, and perform work for TTC and clients other than BTEC and REMA in related energy areas and will participate on the TTC management team.

RESPONSIBILITIES:

This position maintains close working relationships with TTC's management team and other senior client managers. Thus, the ability to work in an environment with business professionals is necessary. Responsibilities for this position are multi-dimensional. The candidate will lead client activities, with frequent public speaking and communications, and interaction with the client Boards, Committee Chairs and members. The position also serves as the primary spokesman for TTC's biomass thermal and renewable energy markets work and the primary point of contact for BTEC's coalition partners and other stakeholders.

Specific responsibilities include, but are not limited to:

- Act as the Executive Director of BTEC, working with the Board of Directors and its chair to conduct board, committee and member business.
- Lead project development efforts on behalf of BTEC and TTC in related areas.
- Lead client associations' communications efforts on energy policy, legislation and regulation through the creation of newsletters, membership announcements, press releases and breaking news.
- Lead or participate as necessary on client committee conference calls, meetings, and workshops.
- Expand membership bases of clients through outreach campaigns and membership drives.
- Oversee financial management of client organizations, working closely with TTC senior management and staff.
- Organize and conduct activities that raise the visibility of client associations.
- Supplement senior staff for media relations on behalf of TTC clients including press events.
- Oversee support staff and interns in creation of client association events, including development of program, registration, promotional announcements, sponsorship, meeting logistics, signage, website, catering, and venue site selection.

ARE WE LOOKING FOR YOU?

This position is open to career professionals with 3-5 years' experience in project management and a college degree in Business Administration, Communications, Political Science, Environmental Science or Engineering. Experience in non-profit management and/or Biomass/Forestry/Energy/Efficiency project management is preferred but not required.

This full-time position provides an excellent opportunity for individuals who excel in the area of writing and communication and have a strong interest in clean/renewable energy, to combine these interests and develop effective strategies for communicating the benefits of a renewable energy economy to the public, policy makers and key opinion leaders.

REQUIRED ATTRIBUTES:

Qualified candidates must have the following attributes for this position:

- **Communications** – Exceptional verbal and written skills are required. The individual should be able to speak and write clearly about TTC and its clients and have the ability to represent us at meetings and events.
- **Computer skills** – Proficiency in MS Office (i.e. Word, Excel, and PowerPoint) is required. Familiarity with Salesforce®, Adobe Illustrator®, and DreamWeaver® are strengths.
- **Interpersonal skills** – Exceptional interpersonal skills are needed to work well in teams, to forge new working relationships, and promote confidence in existing ones.
- **Excellent organization** – The ability to multi-task and strive to achieve clients' long-term goals while making sure daily requirements are met.
- **Great Marketing Skills** – The individual will work with senior staff to grow client membership bases and convert business development efforts into successful new business for TTC and its clients.
- **Knowledge of the Industry** – Knowledge and demonstrated passion for renewable energy, woody biomass and related equipment, and solid waste are strongly preferred.

ARE YOU LOOKING FOR US?

This is a position for working with leaders in renewable energy and actively engaging in the transition to a clean energy economy.

TTC is a small company of eight full-time employees with broad interests and backgrounds, bound together by our passion for a carbon/pollution-free energy economy and a cleaner environment. Our office is located in Washington DC's Golden Triangle Business District between Dupont Circle and Farragut Square. We have convenient access to three nearby Metro Stations servicing the Red, Blue, Orange, and Silver lines.

COMPENSATION AND BENEFITS:

Salary commensurate with experience plus benefits. Among notable benefits, employees receive paid vacation and sick leave, fully paid health insurance, life and long-term disability, and optional dental insurance, 401(k) retirement plan, and SmartBenefits® payroll deduction for public transportation.

HOURS:

TTC is open Monday – Friday from 8:30 am – 5:30 pm. Occasional weekend and night work and travel will be required of the position.

HOW TO APPLY:

Complete the application on the next page and return it with cover letter and resume to the attention of Brian Schorr, Director of Operations, using the contact details provided at the bottom of the form.

**Technology Transition Corporation
Application for Position**

Date of Application:		Starting Date/Available to Work:	
Referral:			
Full Name:			
Permanent Address:			
Current Address:			
Cell Phone:		Email Address:	

<i>Please answer the following questions:</i>	YES	NO
If you are under 18 and it is required, can you furnish a work permit? (If no, please explain)		
Have you ever been employed here before? (If yes, give dates and position)		
Are you legally eligible for employment in this country?		
Will you travel if the position requires it?		
Are you able to meet the attendance requirements of this position?		
Have you ever been bonded?		
Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? (If yes, please provide dates and details.)		

Please describe your **educational background** here:

Summarize any special training, skills, licenses and/or certificates:

List special accomplishments, publications, awards, etc.:

Are you able to meet the attendance requirement for this position (40 hrs./week)?

Provide any additional information you would like us to consider:

Please read and acknowledge understanding of the following **Applicant Statement**.

- I certify that all information I have provided in this application is true, complete and correct.
- I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from service whenever it is discovered.
- I expressly authorize Technology Transition Corporation, without reservation, to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application.
- I understand that Technology Transition Corporation does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. (Signature on printed form, or submission of form via e-mail constitutes certification.)

Signature of Applicant _____

Date _____

E-Mail completed form and any attachments to: careers@ttcorp.com

Or mail form and other documents to:

Technology Transition Corporation
Attn: Brian Schorr, Director of Operations
1211 Connecticut Avenue, NW
Suite 650
Washington, DC 20036-5802

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