

**ACCEPTING APPLICATIONS FOR:  
Energy Efficiency Program Design Consultant – Frontier Associates, Austin, TX  
Job Req: 64**

**Email applications to [resumes@frontierassoc.com](mailto:resumes@frontierassoc.com). Email applications must include “Job Requisition FRONT 64” in the subject line to avoid relegation to our junk email folder.**

**Email applications accepted only, no phone calls or site visits.**

**Frontier is an equal employment opportunity employer.**

**Summary Job Description:**

Frontier Associates is seeking a senior staff member with special expertise in energy efficiency program design. This role will entail planning and oversight for efficiency program development, working closely with Frontier staff, clients, stakeholder groups, and energy efficiency industry professionals.

**Job Duties:**

- Develop energy efficiency programs for utilities, state agencies, and other clients, using industry best practices; assist clients with program potential analysis and research.
- Employ a comprehensive understanding of a program’s strategic direction regarding energy efficiency and the business activities of the client and program participants.
- Develop program budgets, priorities, and work plans and oversee implementation.
- Develop program rules and requirements, marketing strategies, and collateral materials.
- Develop quality assurance plans for program development, with awareness of utility regulatory policy.
- Coordinate as needed with utility management and program evaluators to understand evaluation plans.
- Implement data analysis models that help identify baseline consumption, savings or savings potential; prepare written reports describing analysis methods and approach.
- Manage and cultivate client, stakeholder, and industry relationships.
- Identify and secure new opportunities for business development.
- Lead and attend presentations promoting energy efficiency; develop papers and case studies.
- Supervise interns or other staff as necessary.
- Other tasks, travel, and projects as may be required.

**Education & Certifications:**

- Bachelor’s degree required; advanced degree – preferred; equivalent work experience considered.
- Relevant industry certifications (CEM, LEED, PEM, HERS, BPI, etc.) – preferred.

**Experience must include:**

- 5+ years designing or managing utility and/or state agency energy efficiency programs.
- Strong practical background and advanced knowledge in utility energy efficiency programs, especially program design, implementation, and evaluation; current knowledge of utility regulation and policy.
- Familiarity with lighting, HVAC, and efficient technologies; building science; energy codes and standards.
- Technical experience in developing and/or reviewing energy savings calculations to determine paybacks and incentive levels for customers – preferred.

- Demonstrated management abilities in a fast-paced environment, including ability to lead and manage multiple complex projects at the same time and meet project deadlines.

#### **Required Knowledge, Skills and Abilities:**

- Highly proficient in Microsoft Office, specifically Word, Excel and Outlook.
- Strong quantitative skills to conduct technical analysis of energy efficiency activities, including analysis of energy data, engineering-based savings assumptions and regression modeling.
- Proven ability to build consensus; able to work collaboratively as well as independently.
- Excellent interpersonal, verbal, and written communication skills. High proficiency in English technical writing for general audiences.
- Sound judgment and critical thinking skills; ability to translate broad objectives into specific tasks.
- Detail- and results-oriented, with ability to prioritize workload and delegate appropriate work assignments to staff.
- Passion for working in a dynamic and growing organization; shared commitment to efficiency.
- A spirit of entrepreneurship and initiative, creativity, self-confidence, and a strong work ethic.

#### **About Frontier Associates LLC**

Established in 1999, Frontier Associates is a leading consultant to the electric and gas industry in the areas of energy efficiency and demand side management. Frontier provides consulting assistance in the following areas:

- The design, implementation, and evaluation of energy efficiency and renewable energy programs offered by utilities and other entities.
- Energy pricing, policy, and resource planning.
- Energy market research.

Frontier is currently providing consulting services to electric and gas utilities across the US and Canada who are increasing their investments in energy efficiency through the provision of financial incentives and the sponsorship of market transformation initiatives to increase customer adoption of efficient home and commercial building technologies. Frontier helps utilities to quantify the potential benefits of energy efficiency improvements in their respective service areas, demonstrate the cost-effectiveness of their energy efficiency programs, and design effective approaches to program marketing and delivery.

#### **Benefits**

Frontier provides a flexible work environment, competitive compensation, and great benefits (including health, dental, and a retirement plan).