

National Association for State Community Services Programs

Job Title: WAP Senior Program Manager

Reports to: Weatherization Director

Overview:

The National Association for State Community Services Programs (NASCSPP) is the sole national association charged with advocating and enhancing the leadership role of States in the administration of the Community Services Block Grant (CSBG) and Weatherization Assistance Program (WAP). NASCSPP's mission is to increase capacity in States to achieve economic security and energy efficiency in low-income communities. NASCSPP keeps its members, the federal government, and other interested parties informed about issues related to CSBG and WAP through its publications and training. For more information, please visit www.nascsp.org

Job Description:

The **Weatherization Assistance Program (WAP) Senior Program Manager** provides oversight and management to the U.S. Department of Energy (DOE) Bipartisan Infrastructure Legislation (BIL) Training and Technical Assistance (T&TA) grant and other energy-related projects for NASCSPP. The WAP Senior Program Manager will develop and provide resources, technical assistance, and deliver training to streamline the implementation of the BIL funds to the WAP Grantee Managers and staff. They will provide remote and on-site training and technical support for state fiscal, programmatic, and technical staff to include targeted coaching of new state staff.

The primary responsibilities for this role include the following:

- Lead NASCSPP program management of the BIL Training and Technical Assistance grant.
- Developing and delivering timely training and technical assistance that enhances the WAP Grantees' ability to administer the WAP in accordance with all federal guidelines, while striving to meet planned spending and production goals for the BIL funds.
- Collecting and disseminating the most useful WAP information and tools, specifically relating to WAP operations, workforce development, competitive grants, and recent or current Department of Energy (DOE) WAP initiatives.
- Developing Grantee tools to assist ongoing WAP operations and sustainability.
- Communicate the success of the program and provide central repository for BIL and competitive grants success stories and best practices.

Essential Duties and Responsibilities:

Leadership

- Development, oversight, and implementation of the DOE BIL grant, including management of identified objectives and deliverables, function as primary contact and grant manager.
- Supervise activities and comprehensive program management of the DOE BIL T&TA grant by coordinating with NASCSPP WAP, Research, and Communications staff, and the Grantee network to ensure all project milestones are completed on time and in accordance with the Statement of Project Objectives.
- As requested by DOE, participate in and complete special projects that will benefit the WAP network and promote the program activities and showcase WAP success stories.

Member Training & Support

- Build strong and effective relationships with NASCSPP WAP members through regular and proactive communication.
- Develop, implement, and facilitate the training, webinars, and seminars to streamline implementation efforts for Grantees following the release of new DOE guidance impacting BIL implementation and WAP administration; schedule and coordinate webinars with DOE when new guidance is released.
- Develop six-month coaching content for new state staff that aligns and leverages DOE online training, including the newly released Grantee Administrative Trainings for new Grantee managers and support staff. The coaching will be structured to provide a forum for new Grantee managers to engage in peer-to-peer exchanges.
- Conduct an annual training needs survey with Grantees.
- Provide support for Grantees to assist with increasing operational efficiencies that may include development of Request for Proposal templates, develop draft state policies, and project management resources for planning and

production, WAP data management systems, training and technical services, expansion of service territory providers, and statewide multi-family providers.

- Facilitate a BIL Implementation working group to create an open forum for Grantees to share feedback and lessons learned on implementation challenges and successes.
- Assist NASCSP in providing regular updates to the WAP membership related to WAP and energy efficiency issues.

Stakeholder Relations

- Develop and maintain a constructive working relationship with DOE Headquarters staff; conduct quarterly communication calls with DOE staff to identify DOE sponsored events.
- Integrate BIL success stories into the Weatherization Day Event to showcase progress and best practices in the network.
- Cultivate relationships with key national organizations and federal funders; actively participate in task forces and coalitions.
- Maintain communication and cultivate relationships with other professionals in the energy efficiency sector, including building science professionals and the training consortium.

Other

- Work with NASCSP's WAP Services team to create relevant Winter and Annual Training Conference content related to the BIL and competitive grants, adapting to project developments as needed.
- Responsible for quarterly and annual reporting with details describing completion of tasks and lessons learned.
- This position can work out of our Washington, DC office or serve remotely. If this person is located in DC, they may be asked to provide additional advocacy support for WAP.

Other duties as assigned by the WAP Director.

Qualifications:

The WAP Senior Program Manager will be thoroughly committed to NASCSP's mission. All candidates should have proven leadership, project management, and relationship management experience.

Required qualifications include:

- A bachelor's degree or higher (commensurate experience may be considered in lieu of degree) with at least 5 years of WAP experience; **or** 3 years of WAP experience and 2 years of energy efficiency experience or 2 years of dedicated program management experience.
- Deep understanding of the programmatic, technical, and financial elements that underpin the WAP.
- Excellent project management skills with a track record of successful implementation and use of program management tools and software.
- Strong facilitator, able to lead working groups from the development of a project charter through the delivery of identified outcomes with great attention to detail in documentation of meeting minutes and communications.
- Strong training and technical assistance skills with the ability to engage a wide range of stakeholders and cultures; comfortable presenting to large audiences in both virtual and live formats.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Experience creating training and learning content through a variety of digital and live mediums.
- Ability to travel frequently. This position will be responsible for providing T&TA to the WAP network, which will require travel up to 30% of time spread throughout the year.
- Passion, integrity, positive attitude, mission-driven, highly motivated, and self-directed.

Ability to work effectively in collaboration with diverse groups of people, particularly with WAP stakeholders at the federal, state, and local level.

Preferred Qualifications Include:

- 3 years' experience at the **state WAP office** with responsibility for the DOE WAP state plan submission and reporting.

- Preferred certifications include Program Management Professional (PMP) or other BPI Home Energy Professional Certifications.
- Experience with financial management, grant writing, and grant management.
- Preferred certifications include Program Management Professional (PMP) or other BPI Home Energy Professional Certifications.
- Solid working knowledge of Microsoft Office tools, ability to use online survey tools and create clear summary briefs.
- Track record of effectively leading and scaling performance at the regional, state and/or national level.

Salary Range: \$85,000 – \$95,000 (annual)

The position can function as a fully remote position in the United States or be based in Washington, D.C.

Benefits: Medical, Dental, Vision Insurance; Life, AD&D & Long-term Disability Insurance; Sick and Annual Leave; Paid Holidays, Simple IRA Retirement Plan with up to 3% match.

Application Instructions: Interested parties should send their cover letter and resume, in one PDF document, to nascspempops@gmail.com. Please note the job title “WAP Sr. PM - BIL” with your last name in the subject line. For best consideration, please apply by March 18, 2024.

Equal Opportunity Employer

NASCSP is committed to recruiting and employing individuals without regard to race, color, religion, creed, age, gender, gender identity, sex, national origin, ancestry, marital status, pregnancy, familial status, ability, veteran status, sexual orientation, size, status with regard to public assistance, or genetic information.

Applicants must be authorized to work in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa.