



Central New York Regional Planning & Development Board

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Paul W. Pinckney, Chairman David V. Bottar, Executive Director

Central New York Regional Planning and Development Board Community Energy Planner January 2023

Community Energy Planner

We seek a highly motivated, collaborative, creative, detail-oriented, and administratively skilled professional to serve as our Regional Energy Hub Manager. This person will manage a new regional energy program that expands and streamlines the delivery of clean energy education and services throughout Central New York. The Regional Energy Hub Director will report to the CNY RPDB's Energy Program Manager and will work collaboratively with other energy team staff. The successful candidate will be working out of the CNY RPDB's main office in Syracuse, NY.

About CNY RPDB

The Central New York Regional Planning and Development Board is a public agency that was established in 1966 by Cayuga, Cortland, Madison, Onondaga, and Oswego Counties under the provisions of Article 12B of the New York State General Municipal Law. The CNY RPDB is governed by a 35-member board of directors that is appointed by its five member counties. Financial support for the agency is provided by member county contributions, state and federal grants, and contract service revenue. The CNY RPDB provides a comprehensive range of services associated with the growth and development of communities in Central New York with a focus on eight major program areas including economic development, environmental management, community development, energy management, land use and transportation planning, information and research services, and intergovernmental coordination. Please see www.cnyrpdb.org for more information.

Background

As New York State's energy policy and regulatory landscape rapidly develops, the CNY RPDB is leading efforts to grow a clean energy economy that works for all. We see Central New York as a model for other areas that seek greater independence from fossil fuels by harnessing our own natural resources to maximize environmental benefits and to create and sustain wealth and value in local communities. We aim to establish replicable and scalable clean energy projects and programs that enhance municipal infrastructure, create family-supporting jobs, reduce burdens for vulnerable communities, and attract both visitors and new residents to the region.

We have pursued these outcomes by:

- Working with municipal leaders to fully understand their obstacles and providing tailor-made solutions that meet their needs.
- Creating economies of scale through project aggregation to attract private sector investment.
- Convening stakeholder summits to expose and address critical challenges in clean energy deployment and access.
- Building partnerships that together work to reduce carbon emissions in the region through strategic planning, investment, and execution of projects.

The CNY RPDB's Energy Program is guided by a comprehensive sustainability planning process coordinated between 2011-13 and documented in the ***Vision CNY Regional Sustainability Plan***. We have since administered a diverse set of New York State-supported energy programs that have enabled us to provide incentives and support for energy efficiency, clean transportation, community solar, sustainable building, and workforce development projects across Central New York.

Duties & Responsibilities

The Regional Energy Hub Director's specific duties and responsibilities include:

- Work with local and statewide partners to co-design the initial program structure and evolve that structure over time, based on lessons learned and changing community needs.
- Train, coordinate, and support partner organization staff, including working directly with the Alliance for a Green Economy and Greater Syracuse Works as well as volunteers and a project advisory committee.
- Design and implement systems to facilitate collaboration between partners and track/evaluate progress toward achieving program goals.
- Track program expenses and manage grant funds.
- Ensure that all deliverables and reports are submitted on time.
- Maintain up-to-date records in our constituent management database.
- Coordinating media, website development, and marketing.
- Serving as a key spokesperson for the program.
- Collaborate with CNYRPDB staff and organizational partners to:
 - Integrate this program with other CNYRPDB programs
 - Identify community concerns, needs, and priorities.
 - Build strategic relationships and support for our work.
 - Evaluate progress toward achieving the CNYRPDB's mission and programmatic goals.
 - Overcome systemic barriers to progress.

Desired Qualifications & Skills

- Bachelor's or Master's degree in community development, planning, public administration, architecture, engineering, or a closely related field.
- Experience working with NYS programs and/or experience working in the clean energy field
- Program management experience.
- Demonstrated teamwork and experience in a collaborative work setting; ability to maintain transparency, honesty, and respect for coworkers.

- Workforce development experience.
 - Commitment to Diversity, Equity, and Inclusion (DEI) values.
 - Ability to think creatively and strategically within the context of an evolving clean energy landscape.
 - Ability to maintain professional relationships with various stakeholders including staff, program partners, volunteers, media, and government leadership.
 - Highly professional with a strong work ethic and ability to self-regulate.
 - Multi-tasking ability with time management skills and superior ability to prioritize with high volume workloads and the ability to consistently meet deadlines.
 - Exceptional writing and communication skills.
 - Evidence of data analysis and management skills.
 - Proficiency in a range of computer-based applications and software relevant to the position (i.e., Salesforce).
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Benefits: The CNY RPDB offers NYS Retirement System, medical, dental, and vision coverage as well as paid leave.

Salary: \$55,000 - \$75,000/year, commensurate with education and experience.

EOE/ Diversity Statement: The CNY RPDB is an equal opportunity employer and welcomes candidates from diverse backgrounds. The CNY RPDB encourages applications from persons who identify as Black, Indigenous, and People of Color, as well as other marginalized communities.

How to Apply: Please send a cover letter and resume to: ccarrick@cnyrpdb.org. No phone calls, please. Please submit applications by February 3, 2023

The CNY RPDB's office is at 126 North Salina Street, Suite 200, Syracuse, NY. Learn more at www.cnyrpdb.org.