



The Climate Registry

## **Job Description Outreach Manager, Energy Efficiency Program**

### **ABOUT THE CLIMATE REGISTRY**

Los Angeles, CA - The Climate Registry is the leading greenhouse gas (GHG) registry in North America comprised of over 39 states, eight Canadian Provinces, six Mexican states, and three Indian tribes. The Registry is centralizing and standardizing greenhouse gas emissions management throughout North American, providing a basic framework for taking action to reduce greenhouse gas emissions. Based on GHG accounting and verification best practices, the Registry has developed tools to assist organizations in calculating, publicly reporting, and verifying their GHG emissions annually. Registry participants include corporations, non-profit organizations, municipalities, state agencies, and other entities. More information about the Registry is available at:

[www.TheClimateRegistry.org](http://www.TheClimateRegistry.org).

The Registry offers an opportunity to work at an organization playing a central role in solving the world's climate change issues. It is a fast-paced environment with an entrepreneurial spirit and tremendous potential for growth and advancement.

### **ABOUT THE NORTH AMERICAN ENERGY EFFICIENCY PROGRAM:**

The Climate Registry has partnered with Utility companies throughout North America to administer a joint marketing program encouraging and rewarding large business customers of utility companies to install energy efficiency projects and to join The Climate Registry. The program staff provides education to utility company staff and customers about the relationship between energy usage and greenhouse gas emissions; promotes the installation of energy efficiency projects; encourages customers to join The Climate Registry program in order to measure their organizations' greenhouse gas footprints; and provides limited media relations services to participants of the program to communicate their environmental leadership to the public.

### **PRIMARY RESPONSIBILITIES**

The Outreach Manager, North American Energy Efficiency Program, is a full-time, exempt position at the Registry, and will report to the Director, North American Energy Efficiency Program. The Outreach Manager will focus on the following:

1.) Recruit business customers of utility companies to the Energy Efficiency Program through direct sales calls, presentations to associations, mailings, and email correspondence.

2.) Manage day to day relationship with utility company management and their team of business customer account executives.

3.) Handle administrative tasks such as writing monthly update reports; tracking leads and installed projects; and overseeing the participant application and registration process.

4.) Provide limited marketing and communications consultation to participants; create limited marketing and communications materials; work with outside public relations agency.

Outreach: 85%

- Conduct direct sales calls to large corporate and local governmental organizations with the goal of signing them up to The Climate Registry and encouraging the installation of energy efficiency projects.
- Contact qualified leads via telephone and email to promote program.
- Conduct speaking engagements & presentations at industry association meetings.
- Conduct trainings on the relationship between energy efficiency and climate change for utility company staff and customers.
- Create limited marketing and communications materials.
- Act as a liason with outside public relations agency.

Administrative: 15%

- Track leads and progress of projects on excel spreadsheets
- Write monthly update reports
- Provide general administrative support for program
- Oversee participant application and registration process.

## **QUALIFICATIONS/SKILLS/EDUCATION**

- Five to seven years successful experience in sales, marketing, or consulting preferably for a utility company, energy company, or environmental organization.
- Bachelor's Degree in business, marketing, environmental science, or related field.
- Interest in/experience/knowledge of energy efficiency, climate change issues, and program development helpful.
- Strong self starter; ability to work independently in a fast paced environment.
- Exceptional organizational, prioritizing, interpersonal and communications skills.
- Proficiency in Microsoft Office applications

- U.S. citizen or legal right to work in the U.S.
- Passion to improve the environment and create a more sustainable existence for all.

### **CHARACTERISTICS:**

Preferred candidates will have the following characteristics:

- Professional, friendly, outgoing and enthusiastic personality;
- A proactive attitude and ability to work independently;
- Entrepreneurial spirit; can-do attitude

### **COMPENSATION**

The Registry offers excellent opportunities for personal and professional growth. Salary is commensurate with experience. The Registry also offers a comprehensive benefit package including health and dental insurance and retirement saving options.

### **APPLICATION PROCESS**

The position is available immediately. Applications will be accepted through **August 1st, 2008** or until filled. Interested candidates should e-mail, mail, or fax the following documents:

- Cover letter
- Resume
- Writing sample (5 page maximum)

Applications can be emailed, faxed, or mailed to the following address:

Attention search: Outreach Manager, Energy Efficiency  
California Climate Action Registry  
523 W. 6th Street, Suite 428  
Los Angeles, CA 90014  
EMAIL: [jobs@theclimateregistry.org](mailto:jobs@theclimateregistry.org)  
FAX: 213-623-6716

*The California Climate Action Registry is an equal opportunity employer.*