



Energy - Program Manager

Based in St. Paul, MN, the Midwest Renewable Energy Tracking System (M-RETS) has an opening for a **Program Manager**. Our small but growing non-profit organization, currently tracks renewable energy generation in participating States and Provinces and assists in verifying compliance with individual state/provincial or voluntary Renewable Portfolio Standards (RPS) and objectives.

This position is responsible for overseeing the renewable energy policies, regulatory developments and data management. This is a great opportunity to work with some of the most talented people in the industry.

- Assists the Executive Director and Chief Administrative Officer in registry data analysis
- Monitors utility regulation filings, rulemaking, proceedings, utility commissions, legislative agency proposals related to renewable energy requirements
- Is responsible for the data base administration including SaaS contract Management, serving as the Registry Administration liaison, Intellectual Property-related functions including monitoring and refining processes for Registry source code deposits
- Engages stakeholders by managing committees and ensures satisfaction of stakeholders
- Analyzes and makes recommendations on services to meet stakeholder needs
- Responsible for managing renewable database program audits
- Provides input on Account Holder fee structure recommendations based on registry and industry trends
- Supports compliance filings
- Fulfills other duties as assigned

Requirements

- Passion for M-RETS mission
- Excellence in group leadership and dynamics
- Bachelor 's degree in a business or technology field; Master's Degree is a plus
- 5+ years experience working within the utility industry
- Three plus years of experience working in the renewable energy field
- Five plus years of experience working with Software as a Service
- Proven experience servicing customers / and stakeholders in the utility industry
- Proven knowledge and experience with public policy and regulatory affairs
- Solid understanding of databases and performing data analysis work
- Must be a team player that can work quickly, accurately, and independently in a dynamic, fast paced environment
- Outstanding written and verbal communications

Send your resume to kathy.smith@hrserviceteam.com. M-RETS (www.mrets.org) offers a competitive compensation and benefit package. EEO Employer.