

MANAGER, ENVIRONMENTAL SUSTAINABILITY PROJECTS & INITIATIVES

The Energy and Environment team's Project Manager is responsible for the planning, executing, and monitoring of energy- and environmental sustainability-related projects identified by AEG's Energy and Environment team and its internal clients. Projects involve operational and/or capital improvements. Project Manager will be responsible for ensuring prompt delivery of projects that will lower costs, increase revenue, and/or reduce the environmental impacts of AEG's corporate operations.

Required Tasks:

Project Planning

- Create project plans (including project scope, timelines, project budgets, and roles/responsibilities for internal and external stakeholders) for discrete projects identified by Energy and Environment team, internal clients, and/or other project generators.
- Oversee project timeline and ensure projects are within budget, with explanation for any variances due to external factors.

Project Execution

- Responsible for tracking and ensuring project tasks are being completed by internal and external stakeholders.
- Responsible for identifying, securing, and deploying any resources to ensure successful project completion, including guidance, tools, software, financial support, etc.

Project Monitoring

- Track emerging, active, and completed projects for purposes of managing internal resources and documenting project value.
- Leverage Energy and Environment team tools such as Resource Advisor to monitor project results.

Advise, Consult, and Collaborate with Internal and External Partners on Energy and Environmental Sustainability Matters

- Provide prompt and excellent customer service to internal partners on high-priority energy- and environmental sustainability-related projects identified by management
- With Energy and Environment team colleagues, identify opportunities for AEG to further minimize the environmental impact of its business operations and to further its position as a leader in environmental sustainability in the sports and entertainment industry by monitoring the activities of corporate partners, government agencies, industry associations, and non-governmental entities/non-profits with regard to energy conservation and building management practices
- Monitor federal, state, and local programs providing incentives for energy efficiency projects and communicate this information to internal audiences as appropriate
- Assist in LEED and similar certification projects as needed

- Review new construction and retrofit project plans to ensure that energy efficient equipment, technologies, and practices are considered and incorporated into project plans as appropriate

Draft and distribute energy and sustainability related content for internal and external audiences using appropriate channels

- Produce reports for internal and external stakeholders showing the enterprise, business, and project-level energy performance, including the savings resulting from energy conservation and environmental sustainability projects

- Draft and distribute upon request for the following channels:

- o AEG Environmental Sustainability Reports
- o Internal Web Content for AEG Connect
- o External Web Content and Social Media
- o Employee Education Materials
- o AEG 1EARTH Quarterly Newsletter
- o Ad-Hoc Content

Support and Collaborate with Energy and Environment Colleagues on Energy- and Environmental Sustainability-Related Projects, Initiatives, and Events

- Support Analyst, Energy and Environment, on matters relating to the capturing, recording, analyzing, and reporting environmental data (“Ecometrics”) using the Resource Advisor tool and/or similar tools
- Support ad hoc projects, initiatives, and events involving the Energy and Environment team
- Manage interns and volunteers as requested by management

Required Qualifications:

- A minimum education level of: Bachelor of Arts/Sciences Degree (4-year)
- Years of related work experience: 5
- Work requires program/project management, communications, and organizational skills, which are generally acquired through a combination of education, training, and/or experience that provides the required knowledge, skills and abilities including but not limited to: engineering, environmental science, earth science, any of the Natural Sciences, and/or business.
- Proficiency with Microsoft Office products: Word, Excel, Outlook, PowerPoint
- Excellent communication skills: interpersonal, written, verbal, and presentation

- Must demonstrate the ability to interface effectively and collaborate with clients, direct reports, business partners, peer, project personnel, members of the public, and all levels of management to develop solutions and ensure stakeholder buy-in
- Ability to work well under pressure and meet tight deadlines
- Strong analytical skills and demonstrated business acumen
- Requires a high level of ethics and personal integrity; must be able to work with confidential information
- Excellent communication (oral and written), active listening, presentation, interpersonal, and conflict resolution skills required

Preferred Qualifications:

- Prior experience developing and managing environmental sustainability and energy efficiency projects, administering sustainability and/or energy management programs, and/or consulting on energy efficiency, energy conservation, and environmental sustainability
- Degree or training focusing on environmental sustainability, environmental science, financial modeling, communications, and/or engineering
- Professional certification as a Certified Energy Manager (CEM), LEED Accredited Professional (AP), or similar qualification; or willingness to obtain same

Application

<https://www.aegworldwide.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=5838&CurrentPage=2>