

Business and Sales Operations Manager Job Description

Strategen Consulting is looking for customer- and detail-oriented “Business and Sales Manager” with a background in sales and experience in clean energy policy to help build and operate the California Energy Storage Alliance or ‘CESA’ (www.storagealliance.org), a non-profit organization focused on energy storage and clean energy advocacy in California, and beyond. Strategen founded CESA in January 2009 and continues to operate it today. In addition, through its diversified consulting business, Strategen works with stakeholders throughout the US and globally to help advance clean energy markets.

Key Skill-Sets and Interests Needed for the Position include:

- » Sales skills – in person, via email and through personalized outreach.
- » Organizational skills – ability to organize many facets of a fast-paced business, while interacting with different VIPs and associates.
- » **Interest in energy storage, electric grid and clean energy technologies, and companies** (examples: energy storage, solar PV, wind, electric vehicles, smart grid)
- » **Enjoys helping to operate a small business while being fast and dexterous with operations tools** (examples: understanding and being proficient with databases, websites, marketing platforms, and other records)
- » **Capable at networking and engaging with clients, including executive-level individuals, to support larger membership sales and to be responsive to customer needs** (examples: generate new member leads, secure member renewals, and providing other customer support)
- » **Quick study with strong diplomatic communication skills and a can-do attitude** (examples: working with diverse internal and industry stakeholders to develop stakeholder/intervenor comments in state and federal proceedings)

Excellent writing and strong interpersonal and presentation skills are a must. More than 2 years of experience in an energy-industry related role is also required. Candidates must have a proven ability to learn quickly, earn trust and to manage numerous work goals in an organized fashion.

Additionally, this candidate will be expected to participate in other facets of Strategen’s business, including strategy consulting, Strategen’s global events/conferences, including Energy Storage North America (www.esnaexpo.com), and other industry infrastructure development or business activities.

This is a small organization, so team members are expected to wear many hats; roles will include:

- » Personal Management: Team members are expected to independently self-manage his or her time and workload, and manage expectations of clients.

- » Project Management: Operations Manager will be required to self-manage his or her time and workload, as well as a diverse group of internal and external team members, from project scope to execution. Solid communications skills are required.
- » Operations Support, Deadlines, Tools, and Documents: Operations Manager will be responsible for supporting an organization with 60+ members, an annual sales drive, and numerous member-support and other critical tools, such as a website, a member database, and a shared drive. The Operations Manager will also support the development and timely filing of public documents, including time-sensitive state level regulatory filings. Tasks include heavily managing excel documents, updating strategic plans and following through with outreach actions.
- » Coalition building: Operations Manager must be able to interact with a large group of disparate people and organizations by phone, email, and in person to understand client needs, work-plan, and identify next steps.
- » Meeting strategy and leadership: Operations Manager will be responsible for identifying necessary meetings, formulating goals and objectives, preparing meeting agendas, taking minutes, and generating summaries for multiple operations, events, and sales-related activities.
- » Communications: Operations Manager will be responsible for drafting client communications, including policy updates and timely emails and newsletters for CESA members. The Operations Manager will also assist with the development of Strategen marketing and public relations materials, to ensure consistency and accuracy in messaging.
- » Conference/Event Management: Operations Manager will be responsible for helping to organize market development events and meetings as necessary, including CESA's annual invitation-only, member-focused event, Market Development Forum. Tasks include anything from choosing a venue and working with contractors to inviting VIPs. Operations Manager may also assist with program development and speaker recruitment for Strategen's annual energy storage conference, Energy Storage North America, and Strategen's network of global events as necessary.
- » New Member Business Development: Operations Manager will be responsible for generating new CESA member leads, as well as identifying and developing new member sales channels. At times, the Operations Manager will also support efforts to develop new clients for Strategen, including assistance with proposal writing and presentations as necessary.
- » Market Research and Analysis: Operations Manager will support the team by directly executing market research and analysis at times in support of CESA's legislative advocacy and regulatory policy efforts.
- » Client Relationships: Operations Manager will be required to build trusted relationships with the entire energy storage ecosystem, including utilities as well as with Strategen clients and regularly present findings in formal and informal settings
- » Firm building: Strategen is a small but growing team, and each member contributes to the development of the company. Roles for the Operations Manager can include development and implementation of Strategen internal strategy, marketing, recruiting, employee reviews, and more.

How To Apply:

To apply, please send a resume and cover letter to hr@strategen.com.

Required Experience skills and Education:

- » Bachelor's degree
- » 2+ years of experience in energy policy or in a clean-energy related role is required; 4+ years of such experience is desired
- » Strong organization and communication skills (written and verbal), including the ability to manage and complete multiple and disparate work tasks in a timely manner
- » Demonstrable skills in MS Word, Excel, PowerPoint, MailChimp, Outlook are required - we will actually test these skills; skills in Adobe InDesign, Tableau, and statistical tools (such as R) are desired
- » Exceptional interpersonal skills, including the ability to interact independently up and down the organization and with clients, members, utilities and international partners. Mature professional demeanor required
- » Interest in an entrepreneurial role with fast-learning curves and interesting and impactful work
- » Interest in supporting a world-leading trade association responsible for important energy storage and clean energy advocacy and policy

About Strategen Consulting

Strategen is a high-impact consulting firm specialized in energy storage and other clean energy strategies, technologies, policies, and markets. Strategen has three main lines of business:

- » **Consulting:** Strategen works with utilities, governments, technology providers, project developers, and large energy users who are seeking to evaluate and implement next generation grid and clean energy technologies.
- » **Events:** Strategen designed Energy Storage North America (ESNA) to bring together the entire storage ecosystem and continues to lead, manage, and organize this event.
- » **Association management:** Strategen founded CESA in January 2009 and continues to operate it today, which includes the administration, member management, policy development, legislative advocacy, and education/outreach for the organization.

We provide an exceptional environment for our team, including:

- » Generous compensation and benefits
- » Limited travel
- » A cohesive team that shares a passion for improving our environment
- » Flexibility to work in either Berkeley, CA or Sacramento, CA

For more information, please visit our website at www.strategen.com

Equal Opportunity Employer

- » Strategen is firmly committed to the principles of equal employment opportunity. It is Strategen's policy to hire qualified applicants and, with respect to employment decisions, to treat employees without regard to race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Benefits*

- » 23 Paid Days Off and 9 Holidays annually
- » Medical Insurance & Dental Insurance
 - Strategen will contribute an amount up to 100% of annual premiums for a pre-identified standard medical and dental plan for each full-time employee and a pro-rata contribution for employees working at least 20 hours per week.
- » Worker's Compensation Insurance
- » Long Term Disability Insurance
- » 401k Retirement Plan & Employer Matching Contribution
 - Match of 100% of the first 3% of salary deferral plus 50% of the next 2% of salary deferral.
- » Flexible Spending Account
- » Section 125 Premium Only Plan
- » Commuter Check®
- » Cell Phone Reimbursement
- » Bonus pool and finders' fees eligibility
- » Offices in Berkeley, CA and or Sacramento, CA (in progress).
- » Limited travel
- » A cohesive team that shares a passion for improving our environment

* Available after the applicable waiting periods

Business Hours for the Position

Strategen employees are expected to structure their workweek around the firm's normal operating hours, which are 9:00 AM – 5:00 PM, Monday through Friday.

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