

<b>Job Title</b>	Senior Program Manager
<b>PVN ID</b>	VA-2505-006831
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY Building Performance Lab
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$90,000.00 - \$100,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 08, 2025 (Or Until Filled)

## General Description

CUNY Building Performance Lab (CUNY BPL) advances high-performance building operations and practices in existing commercial, public, and multi-family residential buildings. We focus on improving efficiency and optimizing building operations through training, coaching, energy data analytics (monthly and real-time meter data), building energy modeling (EnergyPlus and others), measurement and verification (IPMVP and ASHRAE protocols), HVAC systems, building controls, data acquisition (via BAS or field equipment), and operational improvements via Pacific Northwest National Lab's Building Re-tuning protocol.

The CUNY BPL Training Department provides continuing education programs for facility managers, building operators, and energy professionals, and it supports building operations research and development. Under this umbrella, the Training Department recently added workforce development training for newcomers to the building performance industries. CUNY BPL also runs an extensive internship program for CUNY students that provides real-world experience and hands-on work in each of the organization's program areas.

CUNY BPL staff have expertise in a wide range of areas related to building systems, operations, and data, and the design process. CUNY BPL Training engages both private and public sector clients, including city, state, and federal agencies.

The CUNY Building Performance Lab (BPL) is seeking a Senior Program Manager to support the successful development, implementation, and expansion of the Energy & Carbon Management Training (E-CMT). The E-CMT program aims to build a diverse, skilled workforce to meet the growing demand for energy-efficient, decarbonized buildings, and retrofit services.

The Senior Program Manager will oversee curriculum development, instructional strategy, workforce alignment, student support, and stakeholder engagement. This role is ideal for an experienced workforce development leader with a strong background in technical training programs, multi-stakeholder project management, and a commitment to equity and career advancement pathways in the green economy.

## Other Duties

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### **Program and Project Management:**

- Develop and manage comprehensive project plans, workplans, and deliverables across multi-campus, multi-year initiatives.
- Lead cross-campus program implementation aligned with sponsor goals.
- Monitor project progress and proactively address barriers to ensure on-time and on-budget delivery.
- Organize and lead regular project status meetings, implementation meetings, and communications with sponsors, campuses, and partners.
- Track and report project milestones, budgets, student outcomes, and deliverables.

### **Curriculum Development and Workforce Alignment:**

- Support the design, refinement, and scaling of technical curricula across campuses.
- Integrate applied learning, labs, workshops, and professional certifications into coursework.
- Monitor sector trends (e.g., Local Law 97, IRA) and emerging technologies to inform curriculum updates.

### **Faculty and Staff Leadership:**

- Recruit, mentor, and support instructors and program staff.
- Maintain productive relationships with faculty, administrative teams, employers, community organizations, and funding sponsors.

### **Career Pathways and Student Success:**

- Manage the student learning experience, connecting coursework to career pathways, traineeships, and job opportunities.
- Prepare presentations and reports for funding agencies and internal stakeholders.

Other duties as assigned.

## Qualifications

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### **Required:**

- Bachelor's degree; Master's degree preferred in education, engineering, sustainability, workforce development, or a related field.
- 7+ years of experience in workforce development, technical training, curriculum design, or program/project leadership.
- Proven success scaling training programs across institutions and aligning with employer needs.
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- High proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Access, Project, Visio).
- Experience with project management tools (e.g., Microsoft Project, Asana).
- Excellent written and verbal communication skills.

**Preferred:**

- PMP Certification.
- Familiarity with the Weatherization Assistance Program (WAP), NYSERDA programs, and/or decarbonization and retrofit practices.
- Understanding of adult learning best practices, competency-based education, and program evaluation.
- Commitment to diversity, equity, and inclusion principles in workforce training.