

**POSITION:** Moving Forward Program Director  
**STATUS:** Contractor  
**INITIATIVE:** Energy Systems Network  
**REPORTS TO:** President and CEO, Energy Systems Network

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## ESN OVERVIEW:

An initiative of the Central Indiana Corporate Partnership (CICP), Energy Systems Network (ESN) is an Indianapolis-based non-profit consortium that is Building an Energy Ecosystem® in which all aspects of the energy landscape are integrated – energy generation, transmission and storage, the built environment, multimodal transport, and the electrical grid. Our network of global companies and institutions allows us to develop groundbreaking pilot projects, commercialization opportunities, sustainable startups, and technological innovation in order to develop solutions to the many energy and mobility challenges we face globally.

Energy Systems Network (ESN) and the Indiana Housing and Community Development Authority (IHCDA) partnered in 2015 to create Moving Forward, an innovative program focused on building net-zero affordable housing with integrated multi-modal transportation solutions and quality of life programming for low-to moderate-income families in Indiana. ESN and IHCDA use the total cost of ownership (TCO) and systems approach to coordinate housing, transportation, and services that provide technical and financial benefits to Moving Forward residents and the surrounding community. This approach creates efficiencies that lead to lower costs for residents, while also providing the support system necessary to breaking the cycle of generational poverty.

ESN has engaged with RAND Corporation to conduct a program evaluation of the Moving Forward program's first six developments to provide quantitative and qualitative analysis on the program's successes and challenges at this stage. This 12-month evaluation process will help inform ESN and IHCDA of the efficacy of the program, as well as serve as valuable insight for developing an expansion strategy to take Moving Forward on a broader, national scale.

## JOB OVERVIEW:

The Moving Forward Program Director is responsible for overseeing and serving as the lead of the program evaluation project. The Program Director will oversee the relationship with RAND Corporation as the consultant and serve as a liaison among RAND, ESN, IHCDA and the funder of the evaluation, ensuring that the evaluators are connected to all stakeholders of the program, including developers and their teams, community-based partners, and local government representatives. Overall the Program Director will ensure the evaluation is completed on time, on budget and be of high quality.

## JOB RESPONSIBILITIES:

- Project Management:
  - Oversight of contract with evaluators and compliance with its directives
  - Outline and oversee project timeline, major stage gates and milestones to ensure grant compliance and forecasting.
  - Coordinate regular progress review meetings with evaluators, IHCDA and other stakeholders to communicate openly on evaluation progress.
  - Prepare reports summarizing progress to grant funder, ESN Board of Directors, and other stakeholders regularly.
  - Plan, organize and coordinate various services and programs involving the program evaluation project. Recommend and assist in installing improved operating methods and procedures.
  - Conduct research and analytical studies.
  - Coordinate and expedite reports from management input; develop procedures and forms.

- Assist in determining financial methods, procedures and costs pertaining to project; conduct cost benefit analysis.
- Review and prepare financial and statistical reports; coordinate contract arrangements with other organizations and private parties.
- Engagement:
  - Coordinate activities with RAND Corporation to conduct its research with all Moving Forward program stakeholders across the six development sites, including ESN, IHCD, developer teams, community-based partners, state and local government as applicable, and others.
  - Ensure all stakeholders are well represented during the evaluation process, providing input, feedback and engagement at each stage.
  - Design and execute programming for internal and external audiences.
- Additional Program Support:
  - As needed, provide support and information for the Moving Forward program as a whole, including support for future Moving Forward workshops, developer teams, and stakeholders inside and outside the evaluation group.
  - Direct and oversee work of AmeriCorps VISTA service members to support the evaluation process as well as the overall program, as needed.

#### **QUALIFICATIONS:**

- Bachelor's degree in business, non-profit management or related field required, MBA or advanced degree preferred
- Minimum of five (5) years' experience in project management preferred
- Excellent written and oral communications skills to include grammar, punctuation and spelling
- Excellent interpersonal and relationship building skills
- Proven ability to move external parties to a favorable tipping point in decision making
- Ability to convene large and disparate groups of stakeholders and encourage engagement across groups
- Ability to articulate complex ideas in clear, innovative ways to diverse audiences
- Excellent organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Excellent research and consultative skills
- High level of proficiency in the use of Microsoft Office programs

#### **PERSONAL ATTRIBUTES**

- Strong work ethic
- Reliable
- Self-starter, independent worker
- High- and positive energy
- Works well individually and collaboratively with others
- Attentive to detail

#### **DETAILS:**

Manager: President and CEO, Energy Systems Network

Office Location: Energy Systems Network, downtown Indianapolis

Travel: Statewide

