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Illinois Power Agency
Seeks Senior Project Manager

The Illinois Power Agency is seeking a **Senior Project Manager**.

This position provides the opportunity for a highly organized, project management-oriented candidate to play a pivotal role in supporting the Illinois Power Agency's work to implement the state's Renewable Energy Portfolio Standard and the procurement of electricity for residential and small commercial electric customers in Illinois.

Demonstrated knowledge of project management fundamentals and proven experience applying key project management concepts and corresponding skills is required to establish and maintain a project management framework across all Agency operations. This framework should include the development and implementation of detailed project workplans (i.e., documentation, schedules, resources, activities, key dates, milestones, and deliverables). The Senior Project Manager will be responsible for working across Agency programs and activities to ensure that the Agency has a coordinated approach for deployment of appropriate resources, that timelines and deadlines are met, and to assist in strategic planning. This will include the ongoing assessment and review of the Agency's staffing and use of outside consultants.

For more information on the Illinois Power Agency, please see: ipa.illinois.gov.

The duties of the Senior Project Manager include:

- Work with the Director and other members of the senior management team to develop and manage project workplans to further advance Agency objectives.
- Coordinate with Agency Program Managers, Procurement Bureau Chief, and other staff and outside consultants on creating, maintaining, and monitoring project plans, allocated resources, and project schedules, work hours, budgets, and expenditures.
- Create and manage a project management calendar for all Agency projects and their respective objectives or milestones and deliverables.
- Develop and implement a project management framework dashboard, in collaboration with the Agency's IT Coordinator, to summarize the progress and status of all Agency projects and ongoing programs and initiatives, and provide data and information for enhanced project decision-making and effective resource allocation and utilization.
- Establish accountability among all project owners for the projects they manage across the Agency.
- Ensure project deliverables and deadlines are met.
- Monitor industry trends and make recommendations for modifying Agency project management strategies, techniques, and best practices.
- Organize, attend, and participate in project team and/or stakeholder meetings.
- Document and follow up on important actions and decisions from meetings.
- Prepare, as necessary, presentation materials for internal and external meetings.
- Identify and assess project risks and issues and recommend solutions where applicable.
- Provide project operational support as needed.
- Other duties as assigned by the Director and/or other senior management members.

Job Requirements:

- Bachelor's degree in business, or related field, or the equivalent combination of education and

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experience. Graduate degree preferred.

- Formal training in project management (e.g., Certified Project Management Professional).
- 5 or more years of experience managing government, non-profit, or private sector projects spanning all phases of project management (initiating, planning, executing, controlling, and closing).
- Demonstrated knowledge and experience applying project management concepts, including but not limited to project charters, work breakdown structures, network diagrams, Gantt charts, resource allocation and leveling, etc.
- Experience using project management tools such as MS Project, Primavera, Smartsheet, or similar applications.
- Organized and detail-oriented with a strong ability to absorb and process information quickly.
- Excellent time management skills.
- Proficiency using MS Office 365 applications including Word, Excel, PowerPoint, and Outlook.
- Exceptional communication (i.e., verbal, written and presentation, etc.) skills.
- Ability to adapt to changing priorities and work effectively within a dynamic environment.

Desirable:

- Previous experience with state government, renewable energy issues, energy policy issues, or energy procurement or contracting matters is preferred.

Work Hours:

Monday – Friday, 37.5 hours between 9:00am – 5:00pm. Flexible work schedule available.

Work Location:

Remote, with the opportunity to work in the Agency offices located at 105 W Madison Street, Suite 1401, Chicago, IL 60602

This is a merit compensation position. Salary commensurate with qualifications and experience.

To apply, please submit a cover letter that describes your interest in and qualifications for the position, resume, and three professional references along with your online application.

Applications without a cover letter describing the applicant's relevant experience and why the applicant would be a strong candidate for this position will not be reviewed for consideration.

No phone calls please.

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.

The Senior Project Manager is prohibited from: (i) owning, directly or indirectly, 5% or more of the voting capital stock of an electric utility, independent power producer, power marketer, or alternative retail electric supplier; (ii) being in any chain of successive ownership of 5% or more of the voting capital stock of any electric utility, independent power producer, power marketer, or alternative retail electric supplier; (iii) receiving any form of compensation, fee, payment, or other consideration from an electric utility, independent power producer, power marketer, or alternative retail electric supplier, including legal fees, consulting fees, bonuses, or other sums. These limitations do not apply to any compensation received pursuant to a defined benefit plan or other form of deferred compensation, provided that the

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individual has otherwise severed all ties to the utility, power producer, power marketer, or alternative retail electric supplier.