

SitelogIQ is a rapidly growing energy and facility services company. We provide planning, design, and management solutions for organizations who want efficient and sustainable building environments that are healthier and safer for their occupants. We offer a highly competitive salary, comprehensive benefits including medical and dental, vision, disability and life insurance, 401K, PTO, tuition reimbursement, and the ability to add value to an exciting mission!

Our **Senior Program Executive** will assemble, train, motivate, and manage the team, schedule, and deliverables for all development phases of the program and will work with the assigned Construction Project Manager for all communications and interactions with the client/district during the construction, closeout, and services phases. Our Sr Program Executive will "Quarterback" the Public Sector process and will be the client face and primary relationship holder with the client/district. Additionally, the role serves as a Business Development resource during pursuits and "closing" of prospective master facility planning opportunities. This is a fully remote position with approximately 30% travel.

Senior Program Executive Responsibilities

- Build, strengthen, foster, and maintain an intimate and long-term relationship with each client.
- Become the client's trusted advisor and subject matter expert (SME) on our entire public sector process and deliverables.
- Ensure that the entire project team understands the importance of completing their projects with excellent service, the value of continued sales of our service, and the subtle ways to achieve the client's recognition.
- Ensure that the client looks upon our personnel as strong professionals, who are the driving force behind the efficient and effective completion of the project.
- Properly update the client on the status of the project through written reports, verbal updates and regular team meetings.
- Guide customers in prioritizing projects to improve functionality, operational performance, and efficiencies of their facilities.
- Maintain an ongoing relationship with the customer, providing technical consultation on current and future facility needs.
- Provide proper leadership and guidance for the team and assist on major issues as they arise.
- Coordinate the project schedules between Development, Construction, Closeout, and the clients needs to ensure a successful and on time delivery.
- Hold staff accountable for project performance, deliverables & client satisfaction.
- Communicates all dates, deliverables, changes, expectations, and proper and periodic updates to the SitelogIQ team.
- Work closely with and communicate project schedules, budgets, and updates with the Regional General Manager.
- Ensures solution compliance with current energy and building codes.
- Determines appropriate measurement and verification methodologies for developed improvements.
- Works with the sales and operations teams, as well as consulting architects, engineers and contractors in developing the technical and financial components of the job to include accurate cost and savings estimates.
- Lead the creation and delivery of written and oral presentations for customers.
- Coordinate and deliver the final customer presentation by leading the technical discussion and responding to questions by customer facility experts.
- Meets regularly with the sales and operations teams to review the performance of the customer contract and in turn participates in the preparation and delivery of customer progress reports.
- Mentors Jr team members, and new employees
- Reviews all work and deliverable prior to delivery and presentation of materials to client

Senior Program Executive Qualifications

- 10 years of industry experience in Engineering, Architecture, Construction, Service, client Engagement, or related fields
- Must live in Northern Indiana
- Excellent oral and written communication skills
- Personable, relatable, and able to connect with and lead clients and internal teams
- Organized and detailed
- Proficient in Microsoft Office (Word/Excel/PowerPoint)
- Committed team player willing to plug in where needed

More About SitelogIQ

At SitelogIQ, we're focused on creating a great environment for our team first so that it is more energizing and rewarding to focus on creating a great experience for our customers. That's what we call a win-win.

Through our core values and behaviors, we've built a strong company foundation. We support innovation and excel at delivering above expectations. We embrace flexibility, don't settle for mediocrity or complacency, and reward tenacity and results. We support high-performing people and are energized by each other. Whether at the jobsite, in the office, or enjoying an event, we have assembled a best-in-class team who knows how to drive measurable results through meaningful work and have a great time together.

We partner with clients in K-12, higher ed, government, healthcare, multifamily housing, and industry to optimize energy efficiency, improve indoor air quality, address lighting, and improve the customer experience. With offices across the country, it's rewarding to make a difference in the communities where our teammates live and work.

If you're energetic and want to be a **Senior Program Executive** on our team, we should talk!

SitelogIQ is an Equal Opportunity Employer.

Contact Melissa Butenschoen (melissa.butenschoen@sitelogiq.com) for more details. You can also apply on-line by clicking [here](#).