

KATHARINE BUCK

Program Management Professional

(248) 376-2669 | Katebuck76@gmail.com

PROJECT-ORIENTED ENERGY EFFICIENCY PROFESSIONAL with well-developed stakeholder management, problem-solving, and analytical skills. Articulate, self-driven with proven time and schedule management abilities and a background in forming partnerships and working with cross-functional teams.

Demonstrated strengths in:

- Project Management
- Program Development/Launch
- Budget & Expense Allocations
- Stakeholder Relationship Management
- Creative Problem Solver
- Leadership
- Detail Oriented
- Organization & Multitasking
- Client management
- Working with utilities
- Written & verbal communication
- Business development

PROFESSIONAL EXPERIENCE SUMMARY

Program Manager

Ecova and CLEAResult, Detroit, MI

06/2015 – 04/2020

Program Manager for a utility's C&I Midstream Lighting Program and Grocery Pilot Program.

- Overall management of a pilot program that grew and commercialized into a \$3+ million program.
- Direct liaison to clients and management of field staff and subcontractors, both internal and external.
- Responsible for the development of annual budgets and forecasts along with continual tracking and evaluation of metrics.
- Responsible for timely deliverables to client and proactively anticipating and delivering on additional client needs.
- Assisted in heading internal processes to better coordinate with similar programs across the country to develop best practices and increased value to clients.
- Managed external subcontractors ensuring they met all contractual deliverables within budget and timeline provided.
- Contributed to multiple proposals to retain existing work and win potential new contracts through several RFP processes.

Program Manager

ICF International, Detroit, MI and Jackson, MI

07/2012 – 04/2015

Program Manager for a utility's residential ENERGY STAR[®] Lighting and Appliance Program.

- Overall management of \$4.5+ million contracts, consistently meeting client's annual energy savings targets within budget.
- Direct liaison to clients along with the management of both internal and external subcontractors.
- Performed ongoing analysis of program performance and create and deliver weekly and monthly reports to clients. This includes identification and tracking of key performance indicators and visual management.
- Development and tracking of annual budgets, including budget management with multiple stakeholders and cross functional business operations. These business operations include marketing, IT solutions, contracts, processing and field services.
- Assisted in the development of proposals to expand existing work and other business development opportunities.

Energy Efficiency Outreach Consultant

ICF International, Washington, DC and Durham, NC

01/2008 – 07/2012

Contractor for the US Environmental Protection Agency (EPA) ENERGY STAR program.

- Provided product development, marketing, communications, and implementation support for the ENERGY STAR Residential Light Fixture Program and other product categories.
- Encouraged new prospective partners to join the ENERGY STAR program with a goal of reducing energy consumption serving as the account manager for more than 100 manufacturer partners.
- Acted as representative of EPA's ENERGY STAR program at lighting shows, conferences and energy efficiency meetings.
- General task order management to fulfill government contract. Activities included: preparing quarterly reports, deliverables, tracking and projecting task order budget, and responding to client needs.

Education Director

LowCountry Institute, Okatie, SC

08/2004 – 11/2006

Developed a successful curriculum-based environmental education program which increased overall attendance to the nature center.

- Designed all educational resources including a new website and supporting curriculum materials.
- Developed new curriculum-based educational programming.
- Directed all educational programs including on-site and off-site, children and adult programs.
- Created new website and supporting marketing materials.
- Coordinated the Master Naturalist adult education program based on Spring Island sponsored by Clemson University.

Environmental Education Manager

Airlie Gardens, Wilmington, NC

06/2002 – 04/2004

Obtained two lucrative grants totaling \$500,000 to fund the initial phase of a new education program; formed partnerships with other supporting organizations; aggressively promoted program through various media outlets, including local television.

- Successfully developed all aspects of the new environmental education program.
- Regularly promoted educational opportunities to schools and the general public through local television and radio interviews.
- Recruited, trained, and supervised education staff including a program coordinator, interns and volunteers.
- Represented Airlie Gardens on appropriate boards and committees.
- Formed partnerships with other environmental groups to further the reach of the Airlie program.
- Identified appropriate grant opportunities and assisted in the writing of several successful grant applications.

EDUCATION

Master of Science in Environmental Management

Nicholas School of the Environment and Earth Sciences

Duke Environmental Leadership Program

Duke University, Durham, NC

Course work: Energy efficiency, climate change, environmental communication, environmental law and policy, environmental economics, GIS, land-use policy.

Bachelor of Arts in Social Relations with a concentration in Environmental Studies

James Madison College

Michigan State University, East Lansing, MI

Abroad: Studied English Literature in Dublin, Ireland

ADDITIONAL SKILLS AND EXPERIENCE

- Leadership Oakland Cornerstone Class of XXX
- Proficient in Microsoft Office Suite, Salesforce and EnergyOrbit
- Experience successfully working from a remote/home office
- Lighting Research Center, LED Lighting Institute 2010
- Additional background in environmental education and non-profit management