



Data and Operations Analyst

At the Coalition for Green Capital (CGC), our mission is to drive investments in the clean economy to reduce emissions and improve the quality of life for all Americans. By leveraging public-private partnerships and responsive financing, we aim to eliminate barriers to clean technology and promote energy abundance in every community. Our work is guided by a commitment to accelerate the deployment of clean energy technologies across the United States, with a special focus on supporting low-income and disadvantaged communities. For over a decade, CGC has led the Green Bank movement, working at the federal, state and local levels in the U.S. and countries around the world to unlock capital and empower communities to embrace a greener future. Together, we strive to build a sustainable future where clean power is accessible and affordable for everyone.

Our National Green Bank: The U.S. Environmental Protection Agency (EPA) has taken a significant step toward a greener future by establishing the first U.S. national green bank through the Greenhouse Gas Reduction Fund (GGRF). The EPA awarded the Coalition for Green Capital \$5 billion to capitalize this national green bank under The National Clean Investment Fund competition, along with \$125 million under Solar for All to foster the development of green banks and accelerate solar energy projects in North and South Dakota. Through strategic partnerships and innovative financing, our national green bank aims to create a robust clean energy finance ecosystem that addresses critical market gaps and maximizes the impact of every public dollar invested. This seed funding builds on CGC's decade-long leadership in the Green Bank movement, which has already led to billions toward clean energy adoption, ensuring that the nation's climate goals are met.

Job Summary

We are seeking a detail-oriented and motivated Data and Operational Support Analyst to join our Operations team. The primary responsibility of this role is to support data entry, management, and report generation under the direction of the Senior Director of Strategic Analytics ("Senior Director"). Additionally, the Analyst may provide support to the Investment Operations Manager and Compliance Manager as needed. The ideal candidate will have strong skills in Excel, experience with Salesforce and other financial data management systems, and a basic familiarity with and interest in the measurement and analysis of environmental and community impact.

Preferred location is Washington, D.C. The Data and Operations Analyst is a hybrid position.

Currently reporting Senior Director, Strategic Analytics.

Key Responsibilities

- **Data Entry & Management:** Accurately input and maintain data in our financial systems, ensuring the integrity and consistency of information.
- **Quality Assurance:** Conduct data quality checks and troubleshoot any discrepancies or issues with data.
- **Report Generation:** Support the creation, updating, and distribution of regular and ad-hoc reports to inform strategic decision-making processes.
- **Data Analysis:** Support the Senior Director as needed in analyzing data to identify trends, patterns, and insights that can inform business strategies and operations.

- **Implementation & Process Improvement:** Support and advise the Strategic Director in the implementation and ongoing maintenance of data tracking and reporting systems to identify opportunities to streamline data processes and enhance reporting efficiency.
- **Additional Support:** Provide support to the Senior Director, Investments Operations Manager, and Compliance Manager as needed, including assistance with administrative tasks, operational tasks related to investment management, and ensuring compliance with relevant regulations and standards.
- **Collaboration:** Work closely with other departments to ensure data needs are met and to support cross-functional initiatives.

Required Skills and Abilities

- Proficiency in Microsoft Excel, including advanced functions such as VLOOKUP and pivot tables.
- Familiarity with data visualization tools and techniques.
- Familiarity with clean energy technologies and financial management data systems preferred.
- Strong analytical and problem-solving abilities and a willingness to learn to use new data platforms and systems as well as regulatory compliance requirements.
- Excellent organization skills and experience in organizing and prioritizing project sets based on substance, urgency, and capacity.
- Self-organized with excellent attention to detail.
- Ability to work under tight deadlines and handle multiple tasks in a fast-paced dynamic environment.
- English language fluency required.
- Experience with Salesforce or similar data management systems.
- A dedication to climate finance
- A sense of humor, passion for change, and an eye towards innovation
- Authorization to work in the United States of America
- Proficiency with Microsoft Office to include Word, Excel and PowerPoint
- Travel occasionally to support programs.
- Prolonged periods sitting at a desk and working on a computer required.

Education and Experience

- Bachelor's degree in business, finance, economics, data science, or a related field.
- 2 or more years of work experience in data analysis, data entry, or a related role preferably within the financial and/or clean energy sectors.

Compensation and Benefits

- The salary range for the Data and Operations Analyst is between \$85,000 to \$150,000.
- The Data and Operations Analyst will be eligible for an annual bonus of 10%-30% based on job performance.
- The benefits offered for the Data and Operations Analyst are health insurance, 401k, vacation leave and sick leave.

CGC is dedicated to providing equal employment opportunities to all individuals based on job related qualifications and their ability to perform a job, without regard to age (over 40), sex (including

pregnancy, married women and unmarried mothers), race, color, creed, veteran status, religion, disability, sexual orientation (including actual or perceived orientation), gender identity, gender expression, ancestry, marital status, national origin, citizenship, genetic characteristics, civil air patrol status, lawful activities during non-working hours, or any other protected class as defined by applicable federal, state, or local laws. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias.

Our equal employment opportunity philosophy applies to all aspects of employment including recruiting, hiring, training, promotion, job benefits, pay, dismissal and social/recreational activities. Our designated Civil Rights Coordinator is CGC's Chief Administrative and Development Officer.