



Procurement Manager

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

The Procurement Manager will oversee the acquisition of goods and services for our non-profit financial institution. The Procurement Manager is responsible for ensuring adherence to federal procurement regulations, managing contracts and vendors, and optimizing costs and quality. The ideal candidate will have at least five years of experience in federal procurement, a bachelor's degree in business administration or a related field, and excellent negotiation and communication skills.

It is highly preferred that the Procurement Manager is based in Washington, DC. The Procurement Manager will be a hybrid position.

Currently reporting to the Chief Operating and Compliance Officer.

Key Responsibilities

- Plan, implement, and monitor the procurement strategy and policies for the organization.
- Conduct market research and analysis to identify and evaluate potential suppliers and vendors.
- Prepare and issue requests for proposals, invitations for bids, and other solicitation documents in accordance with federal procurement regulations and best practices.
- Negotiate contracts and agreements with suppliers and vendors, ensuring that they meet the organization's requirements and expectations.
- Manage and maintain relationships with suppliers and vendors, resolving any issues or disputes that may arise.

- Monitor and evaluate the performance and compliance of suppliers and vendors, conducting audits and inspections as needed.
- Ensure that all procurement activities are documented and recorded in accordance with federal procurement regulations and the organization's policies and procedures.
- Prepare and submit reports and data on procurement activities, expenditures, and savings to senior management and relevant stakeholders.
- Stay updated on the latest trends and developments in federal procurement, as well as the organization's industry and sector.

Required Skills and Abilities

- Knowledge of federal procurement regulations, policies, and procedures, such as the Federal Acquisition Regulation (FAR) and the Uniform Guidance (UG).
- Proficiency in Microsoft Office, especially Excel, and other procurement software and tools.
- 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 administration, supply chain management, or a related field.
- At least five years of experience in federal procurement, preferably in the clean energy, non-profit or financial sector.
- Certified Public Procurement Officer or similar certification preferred

Compensation and Benefits

- The salary range for the Procurement Manager is between \$95,000 to \$130,000.
- The Procurement Officer will be eligible for an annual bonus of 10%-30% based on job performance.
- The benefits offered for the Procurement Officer 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.