



## **Network Manager (Part-Time)**

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 the Solar for All program 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**

CGC seeks a dynamic, dedicated individual to serve as Network Manager, reporting to - and working closely with - the Chief Network Officer (CNO). The Network Manager will be a seasoned project manager and strategy and communications leader with the ability to help organize and guide the growth and development of the CGC network ecosystem.

The Network Manager will bring proven nonprofit strategy and operations expertise and experience in project management, stakeholder management, communications, and/or other relevant disciplines. The Network Manager must have a keen attention to detail, the ability to collaborate with a wide range of coalition stakeholders, and a proven track record of developing and implementing effective organizational strategies, governance processes, communications practices and standard operating procedures.

The Network Manager will contribute to CGC's work to review its membership framework with the goal of creating an ecosystem of shared value between CGC and its network partners that includes shared learnings, best practices, technical assistance, and collective success.

Currently reporting to the Chief Network Officer, the Network Manager has no direct reports.

### **Key Responsibilities**

- Work with CNO to develop and implement a governance structure to ensure the effective and efficient operations of nation's first green bank and its partner institutions and lenders.

- Work with the CNO to coordinate the development of an evaluation tool to assess qualified clean energy projects and supporting materials to aid prospective partners with their applications.
- Work with the CNO and CGC finance leadership to document standard operating procedures for disbursing funds, with an emphasis on transparency, efficiency and accountability.
- Work with CNO and other network staff and coalition partners to create systems to monitor and evaluate ecosystem successes and challenges.
- Support the development and evaluation of program strategies and goals.
- Serve as a connector between Network and other CGC departments.
- Develop and implement cadence of coalition partner meetings and communications
- Manage other key projects and special initiatives that relate to organizational growth as needed.

### **Required Skills and Abilities**

- Approachable, collaborative, and willing to learn
- Excellent written, verbal, and presentation skills, and the ability to translate complex information into clear and simple messages for a wide range of audiences
- Proven track record of planning and leading strategic initiatives
- Excellent organization skills and experience in prioritizing projects and tasks based on overarching objectives, 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
- A sense of humor, passion for change, and entrepreneurial spirit
- Proficiency with Microsoft Office to include Word, Excel and PowerPoint
- Authorization to work in the U.S.; English fluency required

### **Education and Experience**

- Masters preferred
- 5-7 years of relevant experience working in nonprofit organizations and with diverse stakeholder groups.

### **Compensation and Benefits**

- \$150 per hour

*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.*