



Senior Director, Operations and Compliance

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 Senior Director, Operations and Compliance will be responsible for overseeing and administering the combined Investment Operations and Compliance departments of the Operations Division. The Senior Director will be responsible for overseeing and administering a robust compliance management program including policy and procedures for complying with all applicable Federal regulations, statutes and agreements pertaining to the core NCIF program, Solar for All program, and other grant-funded programs. This position will manage and evaluate EPA guidance documents related to the NCIF and SFA programs, or other applicable grant programs and will oversee and administer a loan/grant compliance program for various borrower covenants and function as a gate keeper for certain compliance and reporting requirements. The Senior Director will work closely with other members of management, staff, and network program recipients to execute various initiatives and projects related to regulatory compliance matters. The position will be responsible for managing the post-closing investment disbursement workflow, ensuring that all investments, loans, and grants are being disbursed properly and the clients and applicants are educated on the policies and procedures of the organization. The Senior Director will be responsible for overseeing the loan servicing function. The expectation of this "senior level" role is to be fully proficient in all of CGC's programs. Certain duties include periodic reporting of various metrics to internal and external entities.

The Senior Director will partner with Senior Director, Strategic Analytics to ensure that all compliance metrics are collected and reported in an effective and efficient manner and that data is correctly incorporated into various management reports and dashboards. This position will conduct best practice reviews on the processes and policies of the Bank's loan fund activities and recommend enhancements

to increase efficiency and accuracy of function, and produce correspondence, reports, spreadsheets, presentations, or other documents. The Senior Director will lead and develop a team of capable staff to execute the compliance and loan/grant program management.

It is highly preferred that the Senior Director position is based in Washington, DC.

Currently reporting to the Chief Operations and Compliance Officer, the Senior Director, Operations and Compliance has two direct reports. The Senior Director position will be a hybrid position.

Key Responsibilities

Compliance – Investments

- Utilizing the portfolio management software platform, onboard and track compliance and covenant items. Tracking includes items such as: annual financial statements, performance reports, annual budget, annual officer's certificates, copies of reports provided to EPA or other regulatory partners, and compliance with tax status.
- Coordinate future loan and grant agreements to confirm applicability of the above items.
- Track all compliance and covenant items received and follow-up with borrowers to obtain incomplete and/or missing items.
- Compile the client financial data into a financial metric database.
- Maintain a performance dashboard to highlight the trends.
- Oversee the preparation and delivery of single audit letters for borrowers and ensure that the Bank receives required audits. Review audits to ensure they accurately reflect the Bank's records and if they contain any findings.

EPA and Regulatory Compliance

- Assess and ensure compliance with Federal and, if relevant, state requirements and guidelines.
- Oversee program condition and reporting requirements including updates to the intended work plan, Federal Funding and Accountability Transparency Act (FFATA), Disadvantaged Business Enterprise (DBE), EPA's Annual Report, and other EPA systems.
- Working with the Legal department and advisors, provide program assistance and refer to appropriate staff for interpretation of Federal regulations and CGC policies and procedures related to program operations.
- Report on program files, financial records, capitalization grant award conditions, and the annual audit.
- Ensure communication of compliance related policies; CGC staff on compliance matters.
- Coordinate with Legal and the Investment department on compliance aspects of new loan documentation including commitment letters and loan agreements. Affirm that such documents also adhere to applicable regulations and follow CGC policies and relevant Federal statutes and regulations.
- Compile a loan onboarding document to onboard the loan in portfolio management system. Perform a quality control review after the loan is onboard.
- Work with Legal and advisors to obtain current knowledge of all applicable Federal laws and regulations, along with CGC's policies and procedures.

Investment Management

- Oversee the CGC's loan accounting and reporting solution to assure data integrity and quality of borrower statements and communications. Review monthly billing statements for each borrower to ensure accuracy.

- Maintain tracking of funding sources from multiple sources including recycled funds, capitalization grants, etc. Oversee weekly disbursements and review contractor invoices, where relevant, to assure compliance with guidelines and internal procedures.
- Oversee the post-closing loan lifecycle through closeout.
- Generate a report on loan delinquencies and defaults and inform the Legal and Investment office.

Miscellaneous

- Attend conference calls and conferences to build relationships and create professional growth.
- Complete special assignments and projects as requested.
- Support policy, program, and system enhancements by participating in project team meetings and discussions.
- Perform all other related duties as requested.

Required Skills and Abilities

- Strong project management skills including leadership, communication, scheduling, risk management, negotiating, critical thinking, and task management.
- Excellent organizational skills and experience in organizing and prioritizing project sets based on substance, urgency, and capacity.
- Self-organized with excellent attention to detail
- Excellent critical-thinking and problem-solving capabilities, as well as strong analytical and decision-making skills.
- Ability to work under tight deadlines and manage multiple tasks in a fast-paced dynamic environment.
- Effective interpersonal and relationship building skills, including the ability to work with management and a variety of other parties, at all levels, internally and externally.
- 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 finance, economics, business administration, or other equivalent experience. An advanced degree a plus, although not required.
- 5 plus years of experience in work related to investment operations, compliance, auditing, or quality assurance in the lending and/or loan servicing industry and proficiency with loan management software.

Compensation and Benefits

- The salary range for Senior Director is between \$250,000 and \$350,000
- Senior Director will be eligible for an annual bonus of 10%-30% based on job performance.
- The benefits offered for Senior Director 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.