



## **Program and Finance Manager, Solar for All Program**

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 Program and Finance Manager, Solar for All (SFA) Program is responsible for supporting the implementation of the Solar for All programs in North and South Dakota. The role involves detailed project and financial management of the programs. We seek individuals passionate about the clean energy transition for low income communities in the United States. A successful candidate will join the Network team, leading a diverse stakeholder group's contribution to the program, which aims to install distributed energy resources in low income and disadvantaged communities, fostering sustainable energy use and creating job opportunities.

Currently reporting to the Chief Network Officer and the Chief Administrator and Development Officer. Initially, the Director will have three reports and could manage up to five staff members as the SFA program grows in the coming years.

This position must be based in either North or South Dakota, or DC, NY or CO.

### **Key Responsibilities**

#### **Operation and Program Management**

- Ensure implementation of program initiatives, develop comprehensive program plans, and ensure that all program activities are executed according to the predefined timeline and quality standards.

- Implement the plan for an inclusive workforce and contractor plan to support project work.
- Evaluate program success metrics and adapt strategies as necessary to enhance the efficacy and reach of the program.

### **Financial and Resource Management**

- Develop and manage the program budgets for the North and South Dakota programs
- Monitor expenditures and provide financial reports to senior management to ensure transparency and accountability
- Manage contracts and relations with entities that provide services
- Support contractor adherence to funding agency requirements and all federal, state, and local regulations

### **Reporting Compliance**

- Analyze feedback from stakeholders and participants to improve program processes and outcomes. Refine approaches with working groups and make recommendations for best practices for broader program components.
- Manage a comprehensive risk and issue log for all program activities and proactively present these to senior management.

### **Required Skills and Abilities**

- Project and program management
- Financial acumen
- Stakeholder engagement and facilitation
- 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 for innovation
- Authorization to work in the United States of America
- Proficiency with Microsoft Office including 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 a relevant field; advanced degrees favored.
- Has between 10 - 15 years of work experience
- Proven ability to manage complex programs and lead a team effectively.
- Strong organizational skills and the ability to communicate effectively with various stakeholders.
- Knowledge of federal grant reporting, solar energy technologies, and experience in community engagement, government, or non-profit sectors are highly desirable.

### **Compensation and Benefits**

- The salary range for the Program and Finance Manager – Solar for All is between \$80,000 to \$90,000
- 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.*