



## Director of Operations

The [Climate Access Fund](#) (CAF) is a Maryland-based nonprofit Green Bank whose mission is to reduce both greenhouse gas emissions and the energy burden of low-income households through increased access to community solar. CAF does this by (1) creating innovative financial products to incentivize community solar development for the benefit of low-income households; (2) working with partners in underserved and overburdened communities to identify, design, and implement projects; and (3) financing community solar projects that otherwise would not be economically viable.

### About the Job:

The Director of Operations is a new, Maryland-based position, reporting to the Chief Executive Officer. The position will lead and implement operational strategies and tactical plans that align with and meet the organization's goals, milestones, and budgets to advance the organization's mission. The position is responsible for building organizational capacity and managing the day-to-day operations, including administration, budgeting, project management, program management, regulatory compliance, fundraising, grant writing, communications, and relationship management. **This is an exciting opportunity play a leadership role in an innovative climate solutions startup organization poised for significant growth in a rapidly changing industry.**

### Primary Work Responsibilities:

- Develop, implement, and monitor operational plans, policies, and procedures to oversee the successful day-to-day operations of the organization consistent with the underlying goals, objectives, and metrics.
- Develop strategies, structures, processes, and operational metrics to monitor and evaluate operation performance and lead changes to ensure efficient and optimal use of resources.
- Forecast and manage the operating budget, including producing regular reports to management, funders, and the board. Oversee third-party preparation of bookkeeping, financial statements, and financial reporting.
- Lead, manage, and deliver high-quality complex projects consisting of multiple partners and stakeholders on-time and within budget. Track and report project progress against milestones and key performance indicators.
- Oversee and manage programs to ensure alignment with organizational objectives and strategies, including vendor management.
- Ensure compliance with all applicable laws and regulations.
- Develop and oversee fundraising initiatives, including managing relationships with funders, researching grant eligibility, writing grants, and managing grants through their lifecycle.
- Lead the execution of marketing and communications initiatives, including social media platforms.
- Advance diversity, equity, inclusion, and justice in all aspects of the organization to ensure equitable treatment of [future] staff, partners, and the community.
- Develop and maintain relationships with key stakeholders, partners, and other organizations.

## **Qualifications:**

### **Required:**

- Bachelor's degree in business, nonprofit management, or a related field, or 10+ years of experience in operations and/or management.
- Ability to work in a fast-paced, team-oriented environment.
- Demonstrated experience as a self-starter who independently and proactively takes initiative with little direction.
- Demonstrated commitment to social justice and community building.
- Proven track record of successful project and program management.
- Excellent written and verbal communication and interpersonal skills. Experience managing social media platforms and content.
- Excellent organizational and time management skills and ability work independently to meet deadlines.
- Excellent problem solving and critical thinking skills.
- 3+ years of experience with grant writing and reporting processes.
- Proficient in budgeting and financial management.
- Demonstrated ability to develop and maintain relationships with stakeholders and partners.
- Proficient in Microsoft Office applications and Google Suite of software applications.

### **Preferred:**

- Master's degree in business, nonprofit management, or a related field.
- Experience working in solar or other clean energy development.
- Experience working with community-based organizations, local government leaders, and other key stakeholders.
- Knowledge of applicable laws and regulations.

## **Compensation:**

The wage range for this role weighs the wide range of factors that are considered in making compensation decisions including but not limited to skill sets; experience and training; and other business and organizational needs. A reasonable estimate of the current range is **\$90,000 - \$110,000**. Compensation potential is tied to the growth and success of the organization.

Additional details about total compensation and benefits will be provided during the hiring process.

Equal Opportunity Employer/Disability/Veterans

If interested, please send resume and cover letter by April 15, 2023 to:

Lynn Heller, CEO

[info@climateaccessfund.org](mailto:info@climateaccessfund.org)