

SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

Program Manager – External Partnerships

This position is one of many position descriptions for jobs relating to Solar for All posted on the Clean Energy States Alliance [Solar for All webpage](#). It is not necessarily an active job description, but an example for other states to use for their own recruiting purposes.

Location: Baton Rouge, LA

Title: Program Manager - External Partnerships

Agency: Baton Rouge Area Foundation / Louisiana Clean Energy Fund

Salary: \$75,000 - \$85,000

About the Organization

The Louisiana Clean Energy Fund (LCEF) partners with public, private, and community organizations to advance clean energy initiatives statewide. Our mission is to foster a just, healthy, resilient, sustainable, and prosperous Louisiana. LCEF emphasizes building resilience in communities while promoting economic growth, environmental stewardship, and workforce development.

LCEF is a supporting organization of the Baton Rouge Area Foundation (BRAAF), a trusted community foundation with over 60 years of experience serving South Louisiana, and has a proven history of supporting complex initiatives through financial stewardship, program management, and compliance with federal funding requirements.

LCEF is proud to partner with the Louisiana Department of Energy and Natural Resources (LDENR) as the sole subrecipient of Louisiana's Solar For All grant: Solar For Y'all. In this collaboration, LCEF provides strategic program oversight and operational expertise, while LDENR ensures alignment with statewide energy and environmental priorities and compliance with federal standards. Together, we are working to advance access to clean energy across Louisiana, with a shared commitment to empowering communities and fostering environmental resilience.

About the Role

The Program Manager will lead LCEF's partnerships with approved vendors, workforce development providers, and TA contractors. External Partnerships include solar installation firms, workforce training providers, community-based organizations (CBOs), and technical assistance contractors involved in implementing Solar for Y'all. Reporting to the program director, the Program Manager ensures vendor eligibility, CBO engagement, and quality assurance across technical assistance and implementation supports.

The ideal candidate is a strategic, detail-oriented professional who can build and manage partnerships and is passionate about climate solutions and community-centered impact.

Key Responsibilities

- Design, launch, and manage LCEF's Approved Vendor System, including vendor onboarding, compliance, and performance monitoring.
- Manage scopes of work, deliverables, and compliance tracking for CBOs, workforce development providers, and tools such as SolarAPP+
- Track the performance of the vendor and TA contracts
- Manage external partnerships with technical assistance providers, community-based organizations, and implementation partners to ensure alignment with program goals.
- Coordinate the drafting and submission of semi-annual reports to the EPA, aggregating data and outcomes from across implementation teams.
- Oversees vendor eligibility, manages CBO and workforce partner engagement, and ensures quality assurance across technical assistance and implementation support contracts.
- Deliver technical assistance to partners and monitor deliverables, ensuring compliance with scope, budget, and EPA requirements.
- Participate in the scoring and evaluation of partner RFP responses, applying consistent criteria and ensuring transparency.
- Ensure vendor alignment with LIDAC participation goals, workforce equity standards, and Solar for All program impact metrics.
- Represent LCEF at community meetings, conferences, and other public events.
- Other duties as assigned by the Solar for Y'all Program Director

Desired Skills & Qualifications

We encourage candidates to apply even if they do not meet all the qualifications.

- Bachelor's degree in Construction Management, Public Administration, Environmental Studies, Business, or a related field(preferred)
- Minimum of 5+ years' work experience
- Proficiency in Microsoft Office, Excel, and project tracking tools (e.g., Airtable, Asana, Smartsheet)
- Experience managing external vendors, contractors, or grantees
- Familiarity with EPA grant compliance or experience working under federally funded programs
- Strong communication and interpersonal skills
- High degree of integrity and professionalism
- Proactive, solutions-oriented approach with critical thinking skills
- Ability to work effectively both independently and as part of a team

The salary range for this position is 75k-85k.