

# SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

## Program Manager – Residential Solar

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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.

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**Location:** Baton Rouge, LA

**Title:** Program Manager - Residential Solar

**Agency:** Baton Rouge Area Foundation / Louisiana Clean Energy Fund

**Salary:** \$80,000 - \$90,000

### 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 Solar For Y'all Program Manager will lead the implementation and tracking of residential solar projects funded under Solar for Y'all. Reporting to the Program Director, the Program Manager will ensure that project intake, scoring, approval, and vendor coordination meet LCEF's quality, equity, and compliance standards.

The ideal candidate is a strong communicator, a skilled project manager, and a strategic thinker passionate about climate solutions and community-centered impact.

### Key Responsibilities

- Prepare semi-annual EPA reports, QMP/QAAP documentation, and audit files
- Maintain internal controls and COI disclosures
- Design or maintain reporting systems to ensure compliance data integrity, audit traceability, and alignment with EPA QMP/QAAP standards.
- Ensure residential solar grantees comply with all applicable federal requirements, including 2 CFR Part 200 (Uniform Guidance), Davis-Bacon, and Build America, Buy America (BABAA).
- Participate in the review and scoring of community solar applications to build team redundancy and programmatic alignment.
- Offer technical assistance to residential solar developers and implementation partners to ensure compliance and program performance.
- Collaborate with finance and legal teams to ensure compliance across financial disbursements and vendor contracts.
- 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 Public Administration, Business, Finance, or Environmental Policy. (Preferred)
- Minimum of 5+ years' work experience
- Proficient in Microsoft Office (especially Excel), with experience in financial software or grants management systems (e.g., Salesforce, Submittable).
- Understanding of federal and state program compliance frameworks (e.g., Uniform Guidance, 2 CFR Part 200)
- 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 80k-90k.