

SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

Director, Solar for All

This position is one of several 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.

Philadelphia, Pennsylvania, Hybrid

Working Title: Director, Solar for All Program

Agency: Philadelphia Green Capital Corp.

About the job

The Philadelphia Green Capital Corp. (PGCC) seeks an experienced professional to manage its new Solar For All program providing solar access to low-income households in Philadelphia, Bucks, Montgomery, Chester and Delaware counties.

About PGCC:

The Philadelphia Green Capital Corp. (PGCC) is the green bank affiliate of the Philadelphia Energy Authority (PEA). PGCC's mission is to connect projects to capital, driving a robust, equitable, clean energy market in Philadelphia. The creation of PGCC scales and amplifies PEA's current work and brings new financial products to the Philadelphia region's clean energy economy.

PEA, an independent municipal authority, is a quasi-government entity, chartered by City Council and the Mayor in 2010. In 2016, in partnership with City Council President Darrell Clarke, PEA launched the Philadelphia Energy Campaign, a \$1 billion, 10-year investment in energy efficiency and clean energy projects to create 10,000 jobs. By the end of 2023, PEA and PGCC will have supported \$800MM in projects and created 7,000 jobs. PEA views energy as a high-impact tool for reducing poverty, improving education, strengthening communities, and leveraging public investment.

In Fall 2023, PGCC worked with the Pennsylvania Energy Development Authority (PEDA) to submit a coalition application to the U.S. EPA's Solar for All (SFA) competition. PGCC and PEDA applied for \$250MM of funding to support solar access for over 22,000 low-and-middle income households across the Commonwealth. PGCC will administer the SFA program in southeast PA, and EPA funding is expected to be announced in Spring 2024 and distributed later in the year. PGCC plans to build a robust and sustained market for residential solar that operates well beyond the SFA performance period.

Job Title: Director

Reports to: Executive Director

Number of direct reports: Initially zero, could be up to 5 as the SFA program grows in the coming years

Office Location: PGCC works in a hybrid environment combining remote work with meaningful in-person collaboration. Our office is located in Philadelphia City Hall (1400 JFK Blvd, Room 566), Philadelphia, PA 19107. We also attend community events throughout Philadelphia, Bucks, Chester, Delaware, and Montgomery counties. This position requires the employee to reside in Pennsylvania in the Philadelphia area within 6 months of start date.

Open Date: January 18, 2024

Close Date: February 29, 2024. Applications will be accepted and reviewed on a rolling basis.

Exempt/Non-Exempt Status: Exempt (Full-Time)

Position Summary:

The Director will be responsible for managing the planning and implementation of the SFA program in southeast PA. Specific job responsibilities will include:

- Working closely with PEA to refine and scale the Solarize Philly model to serve the demands of the five-county region
- Collaborating with PEDDA on statewide SFA program design, stakeholder engagement, and program guidelines
- Structuring subsidies and other forms of financial support offered through the SFA program, which may include establishing partnerships with other capital providers
- Establishing and managing relationships with all program partners, including, but not limited to: PEDDA, county & municipal officials, community groups, solar installers, general contractors, workforce development programs, and PECO
- Conducting procurement process (RFPs) for solar installers and other program partners
- Managing a variety of funding sources, including government and philanthropic grants; overseeing all aspects of grant compliance and reporting
- Expanding the existing Solarize CRM system and instituting performance metric tracking systems
- Growing the SFA team to include grants management, accounting, funds management, reporting, and program coordinators. Some of this will be done by hiring additional PGCC staff, while other functions may be procured from third parties.

Qualifications:

- Candidates with a majority, but not necessarily all, of the below qualifications are encouraged to apply:
- Bachelors' degree required; Master's preferred
- Relevant work experience developing and managing complicated, multi-partner, and/or cross-sector programs; ability to work effectively with a wide array of stakeholders
- Experience with residential solar, particularly solar financing options (cash, debt, lease); experience with revolving loan funds is a plus
- Strong attention to detail, personal integrity, dependability, organizational skills, and a willingness to learn
- Alignment with PGCC's mission as demonstrated by an interest or experience in clean energy, climate change, environmental justice, social impact work, sustainability, economic development, poverty/equity work, or other area of aligned interest
- Strong written and verbal communication skills
- Experience managing multiple direct reports
- Entrepreneurial self-starter, with high emotional intelligence, curiosity, and a desire to work collaboratively
- Proficiency with the following technologies is preferred: MS Office, Salesforce, and project management platforms

Through intentional hiring practices, PGCC is committed to fostering a respectful, diverse, and inclusive workplace. PGCC is an Equal Opportunity employer and does not tolerate discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.

Salary & Benefits: Compensation will be commensurate with experience and skill set, with a target salary range of \$105,000-\$115,000. Benefits include (but are not limited to) a generous healthcare package, retirement benefits, and paid time off.

To Apply: Submit a resume and a brief cover letter describing why you are the best fit for this position to Maryrose Myrtetus, Executive Director at mmyrtetus@phillygreencapital.org. Incomplete applications will not be considered. Inquiries or clarifications are preferred via email.