

SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

Associate Director, Greenhouse Gas Reduction Fund Implementation

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.

Connecticut, Hartford

Working Title: Associate Director, Greenhouse Gas Reduction Fund Implementation

Agency: Connecticut Green Bank

\$135,000/yr - \$175,000/yr Hybrid Full-time

Summary

The Connecticut Green Bank (hereafter "Green Bank") is seeking an Associate Director to assist with managing its deployment of funding from the United States Environmental Protection Agency's ("EPA") Greenhouse Gas Reduction Fund ("GGRF"). With the objectives to (1) reduce emissions of greenhouse gases and air pollutants, (2) deliver benefits to low-income and disadvantaged communities ("LIDAC"), and (3) mobilize financing and private capital to stimulate additional deployment of greenhouse gas and air pollution reducing projects, the GGRF represents an important opportunity for the Green Bank to enable more investment in and deployment of clean energy and environmental infrastructure in Connecticut's vulnerable communities.

We are a quasi-public authority and the nation's first state-level "Green Bank," leveraging public funds to increase and accelerate private investment in the green economy of Connecticut. Working at the Green Bank means being part of a dynamic team of talented people who are passionate about implementing the green bank model, stimulating the growth and development of clean energy and environmental infrastructure investment in Connecticut, and growing our economy, strengthening our communities (especially vulnerable communities), and protecting our environment.

The Associate Director will support the President and CEO, Associate Director of Innovation and Senior Advisor to the President and CEO, and members of Senior Leadership in deploying federal funds awarded to the Green Bank through the GGRF (i.e., Solar for All, Clean Communities Investment Accelerator, and National Clean Investment Fund) that deliver meaningful benefits to LIDACs. This is a new, key role for the Green Bank and the ideal candidate will have expert communication, project management, and coordination skills.

Examples Of Duties

Individual responsibilities will include:

- Working across Green Bank teams to support the deployment of GGRF funding, including:
 - Collaborating with Senior Leadership to scope new investment opportunities, expand current product offerings, and/or adapt current offerings to align with federal funding requirements, such as federally mandated procurement activities;
- Leading interactions between the Green Bank and awarded applicants, including facilitating lending from national partners, engagement with other states and territories (as appropriate), and supporting cross-territory learnings and governance;
- Supporting interactions pertaining to the GGRF between the Green Bank and Connecticut partners, including community-based organizations, utilities, state agencies, regulators, legislators, contractors, and other technical and financial assistance providers;
- Overseeing and ensuring compliance with lead applicant and federally required oversight and reporting procedures (e.g., EPA General Terms and Conditions);
- Supporting the Green Bank's community engagement efforts in LIDACs (including supporting the development of Community Benefit Agreements), marketing and messaging of GGRF investments and program impact (e.g., increasing access of LIDACs to the green economy, reduction in energy burden, increase in energy security, prevailing wages);
- Supporting internal and external reports on portfolios of projects and/or use of funds, including data integration of systems;
- Supporting other efforts to bring project opportunities into Green Bank programs;
- Representing the Green Bank in public meetings, conferences, and networking events;
- Serving as a resource to others internally and externally;
- Providing ongoing feedback into the evolving program design and guidelines;
- Other duties as necessary.

The overall duties of this position are subject to change based on the skills, qualifications, and experience of the individual hired.

Minimum Qualifications Required

The following minimum qualifications in knowledge, skill and ability are required:

- Knowledge of and direct experience with clean energy deployment, with additional experience with environmental infrastructure projects preferred;
- Strong project management skills demonstrated through experience launching a new product, service, or program;

- Knowledge of energy programs and policies, with specific knowledge of Connecticut programs and policies preferred;
- Knowledge of various clean energy-related technologies and financial products;
- Direct experience working with federal funding;
- Strong interpersonal skills involving the ability to work with other parties, at all levels, internally and externally;
- Experience coordinating internal and external stakeholders;
- Demonstrated ability to negotiate successful financial and impact related outcomes;
- Strong organizational skills and demonstrated ability to manage multiple deadlines and deliverables simultaneously;
- Strong writing skills and the ability to communicate effectively, tactfully, and courteously through oral and written communications;
- Ability to work as part of a team and independently, exercise judgment, think critically and creatively, and take initiative;
- Proficiency in the Microsoft Office Suite including Word, Excel, PowerPoint, Outlook and other software programs as necessary.

Experience And Training

General Experience:

- A bachelor's degree in environmental science, engineering, economics, business administration, public administration, or other related field and five (5) to seven (7) years of experience working in product management, program development, and/or federal grants implementation, with clean energy experience preferred.

Substitutions Allowed

- A master's degree in environmental science, engineering, economics, business administration, public administration, or other related field may be substituted for one (1) additional year of the general experience.

The Green Bank will determine if this position will be filled at the Senior Manager or Associate Director level based on the experience and qualifications of the individual selected. Prospective applicants who meet most, but not all, selection criteria are encouraged to apply for the position.

Employment Details

- This position reports jointly to the President and CEO and Associate Director of Innovation and Senior Advisor to the President and CEO.
- It is expected that the position will be based in the Green Bank's Hartford or Stamford, CT offices, with opportunities for some remote work.
- State of CT benefits package, including generous time-off, health insurance covering medical, dental and vision, retirement, tuition reimbursement for continuing education, and paid leave.
- Expected salary ranges from \$135,000 - \$175,000, but the final salary will be commensurate with experience, skills, and qualifications.

Physical Requirements

- Frequent communications, verbal and written, both qualitative and quantitative
- Visually or otherwise identify, observe, and assess
- Repetitive use of hands and fingers typing and/or writing

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

How To Apply

To apply for this position, please follow the link below and click on the "Associate Director, Greenhouse Gas Reduction Fund Implementation" position. Please submit a resume and cover letter to be considered for this position.

It should be noted that the filling of this position is contingent upon the applicants to which the Green Bank supported are successfully selected by the EPA for an award under the GGRF. The Green Bank expects the EPA to make announcements of GGRF awards in March of 2024 and is looking to fill this position before then.

<https://ctgreenbank.applicantpro.com/jobs/>

Closing Date: March 8, 2024 or when a qualified candidate is identified.

AA/EEO

Salary: \$135000 - \$175000 per year