

# SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

## VP, Residential Solar Lease Programs - Remote

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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.

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**Location:** Remote (Arkansas or Mississippi)

**Working Title:** VP, Residential Solar Lease Programs

**Agency:** Hope Enterprise Corporation

**Salary:** -

- **Title:** Vice President, Residential Solar Lease Programs
- **Department:** Community and Economic Development
- **Reports To:** SVP, Community Economic Development
- **Supervises:** N/A
- **Job Classification:** Full time, Exempt
- **Location:** Remote (Arkansas or Mississippi)

The **Vice President, Residential Solar Lease Programs** will lead HEC's innovative residential rooftop lease programs, which will deliver electricity cost savings and clean energy to thousands of households in low-income and disadvantaged communities in Mississippi and Arkansas. The VP will oversee HEC's relationship with its leasing partners, as well as solar installers and home improvement contractors, that are each critical to the program's success. From this leadership position, the VP will play a key role in ensuring HEC achieves project deployment, compliance and reporting goals required by the EPA.

### Responsibilities

- Lead HOPE's Solar For All residential lease program team and activities in Mississippi and Arkansas, serving as the day-to-day point of contact for HEC's leasing partners during the program deployment period (2025-2029)
- Manage launch of the lease programs and continuously improve program design with the leasing partners and installers selected by HEC for MS and AR

- Oversee partner management, program compliance, and reporting requirements for the residential lease programs in MS and AR
- Oversee the customer service and satisfaction strategy for the residential lease programs in MS and AR
- Participate in procurement and contractor management of workforce partners to ensure alignment between solar installers that will provide on-the-job training and HEC's pre-employment training providers
- Participate in procurement and contractor management of HEC's community engagement and marketing providers that will support the residential lease programs
- Devise creative community engagement and partner strategies to meet customer acquisition and project deployment targets for the residential lease programs in MS and AR
- Work with partners to build and adjust strategies, tailored to local markets
- Manage up to three residential lease program staff
- Perform other duties as assigned

### **Qualifications:**

#### **Required**

- 6+ years of combined experience in launching and managing major programs or initiatives for nonprofit or for-profit organizations, with demonstrated expertise in partnership development and project management
- Must possess strong communication skills and ability to motivate direct reports, internal teams, and external partners to work collaboratively
- Proficiency in navigating multiple software applications, including but not limited to the Microsoft Office suite (Excel, PowerPoint, Word, Outlook)
- Must reside in Arkansas or Mississippi (Remote)
- Ability to travel up to 25% (i.e., meetings, projects)

#### **Preferred**

- Bachelor's degree
- Experience working in or knowledge of the residential solar industry or a similar industry (home contracting, HVAC, etc.) and the consumer financial tools it utilizes
- Experience organizing or working with low-income and disadvantaged communities in the Deep South
- Passion for reducing household energy burdens and deploying clean energy

### **Key Competencies & Skills:**

- Ability to deal with new problems as they arise and create long-term solutions for program health and a better customer experience
- Ability to read and interpret documents and/or data files and translate them into regular reports or correspondence
- Ability to set agendas and independently lead meetings with key HEC stakeholders and the public
- Ability to speak effectively before groups of customers and employees of the organization
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent and interpret data
- Ability to perform general management and administrative duties, including attending meetings and tracking time
- Organizational Awareness- Having and using knowledge of systems, situations, procedures, and culture inside the organization to identify potential problems and opportunities; perceiving the impact and the implications of decisions on other components of the organization.
- Results Orientation- Being persistent and showing perseverance on achieving concrete and tangible results out of personal responsibility; getting optimum results from situations and being ready to act and show tenacity in case of obstacles or resistance.
- Customer Focus- Knowing the (internal and external) customer business needs and acting; accordingly, anticipating customer needs and giving high priority to customer satisfaction and customer service.
- Problem Solving- Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- Initiative- Spotting opportunities within a circle of influence; anticipating threats and acting on them; self-starting rather than waiting passively until the situation demands action.
- External (Strategic) Awareness- Having the ability to put things in context and think broadly. Involves consideration and understanding of future business needs within a changing (external) environment (social, political, economic and related industries, and technology), how process, methods, and resource requirements might be affected by future trends and developments, and developing long term goals and strategies extending over a significant time span (i.e. 3-5 years)

### **Work Environment:**

- Employee may need to travel up to 25% of the time, especially to the program state they do not live in (e.g., if located in Mississippi, travel to Arkansas will be required)
- Employee is regularly required to sit, stand and walk
- Employee will use hands to finger, handle or feel, reach with hands and arms, and talk or hear

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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### **Comprehensive Benefits Package:**

- Paid Vacation and Sick Time
- 11 Paid Holidays
- 401(k) with Company Match
- Medical, Dental, and Vision Benefits
- Flexible Spending Account (FSA)
- Disability Benefits
- Life Insurance, Critical Illness, Accident
- Employee Assistance Program (EAP)
- Tuition Reimbursement, Professional Development

*Hope Enterprise Corporation does not participate in or engage in any form of visa sponsorship, including employment-based visa applications or extensions (e.g., H-1B, TN, O-1, OPT, STEM OPT, etc.). Candidates must be legally authorized to work in the United States at the time of application and throughout the duration of employment.*

*We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

### **Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities**

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the [Know Your Rights](#) notice from the Department of Labor.