

SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

Senior Program Manager

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.

Location: Remote in North Carolina

Working Title: Senior Program Manager

Agency: North Carolina Clean Energy Fund

Salary: \$80,000-\$88,000/yr

The North Carolina Clean Energy Fund (NCCEF) is seeking a Senior Program Manager to join its growing team of mission-focused clean energy and financial professionals. NCCEF is a nonprofit financial institution with a mission to accelerate investment in clean and efficient energy solutions and increase climate resilience in North Carolina and South Carolina, particularly to promote climate and economic equity. We partner with public and private investors, foundations, and other non-profit and community organizations to deploy sustainable financing solutions that will create long-lasting environmental, economic, and social benefits and fill gaps in the financial market, especially for traditionally underserved communities.

Position Summary

We are seeking a Senior Program Manager to join our growing team of passionate professionals working to drive the state's clean energy initiatives. This position offers an exciting opportunity to lead strategic efforts in the EnergizeNC Solar for All program, which seeks to increase solar energy adoption in communities across North Carolina.

The Senior Program Manager will lead the strategic implementation and community engagement for EnergizeNC, North Carolina's Solar for All program, playing a crucial role in deploying solar funds, building relationships with local organizations, and fostering community-driven solutions. The ideal candidate resides in North Carolina and has significant skills in program management, stakeholder engagement, and the ability to drive impactful change. This is a remote-based role in North Carolina with occasional travel expectations of up to 20% within the state.

Responsibilities

- **Program Management**
 - Serve as the lead stakeholder engagement and relationship manager for EnergizeNC, including leading the deployment of Solar for All funds across the state and managing up to four regional Program Specialists.

- Manage community relationships and the deployment of Solar for All funds within one identified region of North Carolina.
- Gather regional feedback and collaborate with EnergizeNC Coalition partners to address concerns and improve program implementation.
- Collect and analyze program metrics to ensure compliance and document progress.
- **Trust Building and Stakeholder Engagement**
 - Lead the EnergizeNC Advisory Board and Education and Engagement subcommittee and serve as the primary contact for community stakeholders.
 - Promote understanding of solar loans and rebates; meet with local leaders to address challenges in solar development and attend community events to raise awareness and support for EnergizeNC.
- **Network Management**
 - Collaborate with community-based organizations and EnergizeNC and program navigators to create training materials and FAQs for various stakeholders.
 - Liaise with the EnergizeNC Rebate Administrator to ensure seamless distribution of solar rebates.
 - Liaise with local solar developers and contractors to ensure high quality program execution.

Qualifications:

Education:

- Master's degree in Management, Finance, Environmental Studies, Sustainable Technology, or related field preferred but not required.

Experience:

- Minimum of 6 years in programming or project management, with at least 2 years leading a team.
- Minimum of 2 years' experience in home energy, clean energy, finance, or related fields.
- Familiarity with North Carolina's clean energy landscape.

Skills:

- Proficient in Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word); experience with data analytics and creative tools is a plus.
- Highly skilled at managing multiple projects, priorities, and workflows, decision making, and organization.
- Agile, able to quickly transition between big picture strategy, programmatic details, and the ever-changing clean energy landscape.
- Inspirational leader, fostering a collaborative team environment.
- Strong written and verbal communication skills across diverse audiences, and the ability to simplify complex financial data into accessible information for others.

The salary range for this position is between \$80,000 - \$88,000

Why Work with Us?

At NCCEF we care deeply about the work we do and the lasting impact it will have in North Carolina and beyond. We also recognize that the people doing this work are just as valuable. This is why NCCEF has created a culture that values our employees' health and financial well-being and their lives in and outside of work. In addition to a remote, flexible workplace we also offer the following benefits:

- Healthcare benefits - Medical, Vision, Dental (We cover 75% of individual employee medical premiums)
- Life & Disability Insurance
- Simple IRA matching
- Flexible paid time off & paid company holidays
- Parental Leave

How to Apply:

Send your resume and a letter of interest to: Senior Program Manager - NC - Catapult Jobs.
(letscatapult.applicantpool.com/jobs/1199457-198447.html)

NCCEF is proud to be an Equal Opportunity Employer.

We do not discriminate based upon race, religion, color, national origin, gender (Including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. NCCEF believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.