

SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

Solar Equity 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.

Massachusetts, Hybrid; Home and Boston Office

Working Title: Solar Equity Program Manager

Agency: MassCEC

Position Type: Full-time

Pay: \$70,000 - \$78,000 per year, dependent on experience and education

Benefits: 457b plan, and matching; Medical coverage and 100% deductible coverage through HRA; Dental coverage; Vision coverage; Life insurance; Paid time off; Parental leave; Tuition Reimbursement; Monthly Remote Work Stipend; Simplified Employee Pension plan, and more.

Schedule: Monday to Friday 9–5pm; occasionally work on off hours if required

Position Overview

MassCEC seeks a motivated and experienced candidate to join the Building Decarbonization team as a Program Manager. The Program Manager will play a key role in designing and overseeing solar equity initiatives that are part of MassCEC's efforts to unlock pathways for eliminating emissions from the Commonwealth's buildings and meet emissions goals. This position will work to launch solar equity programs that will support the state in achieving its 2050 net zero emissions goals. MassCEC expects the responsibilities of this position to evolve and expand as MassCEC pursues future endeavors and programming.

This work will involve engaging with industry stakeholders, conceptualizing and designing market transformation initiatives, and implementing programs that effectively address barriers to solar equity. The Program Manager will engage in this sector across many fronts, including with consumers and property owners, industry solution providers, workforce, solar and energy efficiency program administrators, and policy makers. The role will implement initiatives to increase awareness, foster new business approaches, enhance available workforce, and recommend realignment of institutional practices and policies. Furthermore, the Program Manager will serve as a resource for MassCEC and other state agencies on matters related to solar equity.

The Program Manager will have executional responsibility and contributing decision-making responsibility for developing solicitations, coordination of (and participation in) review of grant applications, awardee selection, and grant management. The role will also serve as advisor for MassCEC building grantees and contractors in programs, ensuring constructive feedback from awarded projects. The Program Manager will review grantee documentation, coordinate grant payments, collect and verify metrics related to grants, and evaluate and report on program activities. The Program Manager will also serve a key role in communicating program funding priorities to internal and external stakeholders. As such, the Program Manager must demonstrate excellent communication skills and a keen ability to contextualize a wide breadth of technology areas and how they impact big picture goals and priorities.

Several new solar equity programs will be developed in the next year focused on solar access for low-income households, public housing buildings, privately owned affordable housing, and low-income community solar. This position will support these new programs as well as existing Buildings program areas such as solar focused EmPower grant projects/programs, the Mass Solar Loan program, and MassCEC's public awareness campaign Clean Energy Lives Here.

The Program Manager will report to the Program Director and Senior Program Manager of MassCEC's High Performance Buildings team but will also provide support for other members of the Program team and collaborate with MassCEC's Net Zero Grid team. The position may also provide support across MassCEC's other focus areas (Offshore Wind, Clean Transportation, Workforce, Technology Development, Investments), depending on the needs of the organization. The successful Program Manager will also work collaboratively with Finance, Legal, Communications, Senior Management, and other program staff.

Job Duties

- Contribute to new program development, including:
 - Support program development processes, including conducting research, supporting stakeholder outreach, and drafting program requirements;
 - Support the Program Director by maintaining internal schedules, detailed tasks, and external communications;
 - Developing program documents, guidelines, and operational materials; and
 - Proactively review, adjust, and enhance existing program administration workflows and tools in response to program design changes or efficiency improvements.
- Provide comprehensive support to manage day-to-day activities of MassCEC programs, including:
 - Review applications and proposals for compliance with program requirements;
 - Provide timely responses to inquiries from applicants, potential applicants, awardees, state agencies, and other program stakeholders;
 - Draft programmatic requirements for grantee and consultant contracts;
 - Alert team members to potential problems and work cooperatively with the program team and relevant stakeholders to ensure prompt resolutions;
 - Maintain detailed databases and supporting files on specific programs, including tracking files and key business documents, including project and program metrics, and ensure proper processing and archiving;

- Record and maintain awards, deliverables, and invoices in the award management system, assisting project teams to monitor their contracts and awards, ensure project/contract integrity, and track results; and
 - Manage program application queues, program tracking, budgets, and metrics development and reporting.
- Engage and collaborate with policy making entities and advisory groups, including:
 - State agencies on issues, programs, and policies relating to solar, including partner agencies for potentially co-developed programming;
 - Utility and Mass Save partners on relevant incentive programs, market development, and outreach;
 - Municipal governments on solar policies and outreach; and
 - Industry associations, stakeholder groups, regional organizations, and interstate collaborations on sharing information and best practices.
- Manage and oversee stakeholder, consumer, and industry outreach throughout the Commonwealth with a strong emphasis on Environmental Justice Communities;
- Identify studies, programs, and best practices from outside of Massachusetts for consideration as an initiative within Massachusetts;
- Contribute to efforts in MassCEC’s workforce development, technology development, and investments groups on issues related to solar;
- Continually support enhancement of MassCEC’s building decarbonization strategy;
- Contribute to collaborative initiatives on a regional or federal level, such as responding to federal funding opportunities;
- Delegate tasks to and assist in the supervision of the work of Program Administrators, temporary staff, and Interns, as needed; and
- Work with the communications team to update program information on the website and send emails about program updates to stakeholders.

Position Qualifications

Education:

- Bachelor's degree, preferably in energy or environmental science/studies, economics, architecture/building science, business management, engineering, social/environmental justice, public health, or related field; and
- A relevant master’s degree is considered beneficial, but not required.

Experience:

- 4+ years of experience in program management, policy, project management, and/or administration with a record of progressing professional responsibility;
- Demonstrated program or project management experience, problem-resolution, and negotiation skills;
- 4+ years of experience using the Microsoft Suite in a work setting; and
- Experience in solar, building science, or renewable energy sectors.

Knowledge, Skills, and Abilities:

- Knowledge of solar and building decarbonization technologies and practices and ability to learn and converse proficiently on technical topics related to solar and building decarbonization;
- Familiarity with relevant regulatory, policy, and programmatic interventions related to solar and decarbonization;
- Understanding of the construction and trades industry and ability to engage with diverse stakeholders including architects and engineers, solar installers, property owners/managers, construction managers, and consumers;
- Experience, demonstrated interest, and/or dedication to Diversity, Equity, Inclusion, and Justice (DEIJ), environmental Justice (EJ) work, and related principles;
- Understanding of affordable housing finance is an advantage;
- Ability to converse proficiently on semi-technical topics related to solar, buildings, and building decarbonization technologies;
- Rigorous attention to detail;
- Well-developed customer service skills;
- Keen understanding of prioritization and an ability to work effectively on multiple projects under tight deadlines;
- Demonstrated ability to get up-to-speed quickly and work independently;
- Excellent problem-resolution skills and demonstrated ability to make informed decisions;
- Team-first attitude and the capacity to be flexible in a dynamic work environment;
- Demonstrated ability to work with internal and external stakeholders, and cultivate appropriate relationships;
- Working knowledge of basic accounting and payment processing (budgets, invoices, etc.) preferred;
- Ability to read and absorb complex contracts, policies, rules, etc. and extract the information needed to ensure compliance with each;
- Strong mastery of Excel;
- Experience with making cross-functional decisions impacting programs, metrics, and results;
- Excellent organizational, collaboration, written and oral communication, and presentation skills; and
- Strong quantitative research and analytical skills.

About the Massachusetts Clean Energy Center

The Massachusetts Clean Energy Center (MassCEC) is a state economic development agency dedicated to accelerating the growth of the clean energy sector across the Commonwealth to spur job creation, deliver statewide environmental benefits and to secure long-term economic growth for the people of Massachusetts. MassCEC works to increase the adoption of clean energy while driving down costs and delivering financial, environmental, and economic development benefits to energy users and utility customers across the state.

MassCEC is committed to creating a diverse, equitable, and inclusive organization where everyone is welcomed, supported, respected, and valued. We are committed to incorporating principles of diversity, equity, inclusion, and environmental justice in all aspects of our work in order to

promote the equitable distribution of the health and economic benefits of clean energy and support a diverse and inclusive clean energy industry. MassCEC strives to lead and innovate in equitable clean energy and climate solutions.

To Apply

Qualified candidates are encouraged to submit a resume and cover letter through our **Online Career Center**. Applicants with diverse backgrounds, experiences, abilities and perspectives are encouraged to apply.