



Affordable Solar Program Manager

Date:	July 2023 or until filled
FLSA status:	Regular full time, exempt
Salary Range:	\$50,000-\$65,000 annual salary based on experience
Benefits:	2 weeks PTO, option to participate in organizational health and dental insurance, 9 holidays per year. See details in Personnel Policies.
Reports to:	Chief Operations Officer

Cooperative Energy Futures (CEF) is a member-owned cooperative business focused on advancing energy democracy through community-controlled renewable energy and energy efficiency. CEF is an affirmative action and equal opportunity employer and sees unique and diverse perspectives as essential to be able to achieve our mission and live our values. Cooperative Energy Futures develops and operates community solar gardens, currently with 8 projects across Minnesota offsetting the electricity needs of 700 member households at an immediate net savings to our members. CEF has a particular focus on economic and racial justice, working to ensure that all projects are developed using an economic model that is deeply accessible to members regardless of income or credit and including options available at no upfront cost and net monthly savings, as well as prioritizing workforce equity in the solar industry. CEF uses member participation in these projects to build community wealth and activate members from many different communities around a vision for our energy future that is rooted in community-controlled clean energy.

Primary Purpose:

This position is responsible for recruiting new host sites and managing implementation for CEF's Affordable Solar Program, which installs rooftop solar at no upfront cost for low-income residents, including renters in multi-family housing and low-income homeowners. This position will be focused on engaging and securing host sites (affordable housing and other income-qualified housing) for Affordable Solar and managing the process of assessment, incentive application, contractor management, and operations for these sites. This work will be supported by CEF's Solar Development Manager, CEF's Outreach and Engagement Team and other staff. The role will include interaction with property owners, program funders, and solar installation/operations providers.

Job Responsibilities:

Recruit Property Owners to the Affordable Solar Program

- Engage non-profit, public, and private owners of multi-family housing and low-income homeowners to educate and promote the opportunity of the Affordable Solar Program.
- Use basic assessment criteria (roof age, size and number of units, satellite imagery) to identify likely viable sites for the Affordable Solar Program.
- Engage site owners in signing a Master Host Site Agreement to secure commitment.
- Be the primary contact for host site questions and support over time.

Manage Incentive Application, Interconnection, and Installation Process

- Submit Xcel Energy Interconnection Application and incentive program applications
- Submit any applicable local government of other supplemental incentive applications



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- Coordinate with installation contractor(s) to secure contracts, and manage design and installation
- Work with Operations and Maintenance partners to ensure ongoing performance of systems
- Advance workforce and supplier diversity in installation

Coordinate with other Partners:

- Coordinate regularly with the Outreach and Engagement Team with timelines and goals to enable their recruitment of participating residents (renters/condo owners/ homeowners).
- Coordinate regularly with financing partners to manage payment and invoicing paperwork.
- Support community organizations in understanding and promoting the program.

Minimum Qualifications:

- Experience in project and process management, with excellent attention to detail.
- Experience working with residential building owners and an understanding of their needs and interests, preferably with low-income/affordable housing
- Ability to retain complex and detailed information about solar, incentives, and program models and translate it for building owners and other partners.
- Must be reliable, self-motivated individual who can take direction and be trusted to work independently with minimal supervision.
- A team player with strong ability to work in a collaborative environment.
- Demonstrated ability to work well under pressure and juggle time-sensitive tasks on deadline.
- Commitment to clean energy, working with community-based organizations, and empowering culturally diverse communities.

Preferred Qualifications:

- Experience providing services to multi-family building owners, preferably specific improvements for low-income/ affordable housing.
- Experience or familiarity with rooftop solar technology and installation process.
- Experience with solar Interconnection applications, incentive applications, and/or permitting in Minnesota.
- Experience or familiarity with construction contracts and public incentive programs.
- Experience with meeting facilitation and developing action plans as a group.
- Existing relationships with community-based organizations in one or more target communities.

Working Conditions:

Working conditions include a mix of remote and in-office work and site visits to project locations and property owner offices across the Twin Cities metro area.



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EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

CEF will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status with regard to public assistance. While not yet mandated by federal or state law, CEF is committed to providing the same protection against discrimination for any employee or applicant because of gender identity. We will take affirmative steps to ensure that all of our company's employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities whenever possible.

To Apply:

Submit a Resume and a Written Statement explaining why you are interested in this position to hiring@cooperativeenergyfutures.com. We will send additional follow up questions and interview scheduling to candidates we wish to interview. This position will remain open until filled.