

SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

Solar for All Program Compliance Manager, Renewables

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: Hybrid, Portland Metro-area preferred

Working Title: Solar for All Program Compliance Manager, Renewables

Agency: Bonneville Environmental Foundation (BEF)

Salary: \$85,000-\$95,000 per year

Summary

The Compliance Manager will play a critical role in ensuring programmatic compliance with all federal and local regulations while bridging the impact of our programs with the program budget. We are actively seeking individuals who are passionate about an equitable energy transition that prioritizes the needs of impacted communities. The successful candidate will join our Renewables team, collaborating with various stakeholders to contribute to Solar for All programmatic goals. This key role involves partnering with the SFA Program Director to provide program and operational oversight, resource management, and complete reporting in alignment with federal compliance standards while collaborating closely with the Solar for All, Finance and Operations (FinOps) teams.

About Solar For All (SFA)

Solar for All is an initiative to make solar energy accessible and affordable for low-income and disadvantaged communities. It leverages existing incentives and support platforms, providing financial assistance for solar installations on single-family and multi-family homes, and supporting community solar projects. The program also focuses on workforce development, creating jobs in the renewable energy sector. Its goals are to reduce greenhouse gas emissions, advance environmental justice, and promote energy equity.

Examples of Duties

Primary Duties:

Operational and Program Oversight:

- Lead development of standards and processes to meet SFA compliance and quality requirements; proactively communicate and train other staff and support their adherence.
- Act as trusted advisor to Renewables Sr. Program Director and SFA Program Director, proactively contributing guidance related to all compliance factors.
- Mentor SFA Sr. Program Managers in the area of compliance and financial reporting best practices. Continuously monitor staff's compliance to standards.
- Define processes and procedures for detailed metrics tracking across each project and state. Proactively aggregate and monitor to support improvements and increased meaningful benefits of the program.
- Define compliant subscriber processes and procedures for individual participant enrollment, certification/income qualifications, and lifecycle tracking. Work closely with the other SFA & BEF staff in administering these processes.

Financial and Resource Management:

- Manage SFA procurement processes, subaward contracts, and routine monitoring of administrative compliance in collaboration with FinOps team and Sr. Program Managers in multiple states.
- Work closely with the Grant Accountant and FinOps team to ensure fiscal compliance.
- Define processes and procedures for adherence to and monitoring of all federal and state wage reporting requirements.
- Provide consultation to contractors in support of their adherence to funding agency requirements and all federal, state, and local regulations. Continuously monitor compliance for all subcontractors.
- Support the Program Director's management of the program's budgets to ensure optimal allocation of resources to achieve program goals without overspending in each state.

Reporting and Compliance:

- Manage all Solar for All compliance requirements and establish standards/best practices, and guide Program Teams on any changes/improvements. Represent compliance status to senior management and Board.
- Develop programmatic compliance standards, tracking, and tools to ensure transparency and accountability in reporting to senior management and federal funding agencies.
- Serve as official SFA Quality Assurance Manager. Develop and manage Quality Management Plan and Quality Assurance Project Plan and associated activities for environmental information as required by the EPA and that adhere to federal quality control standards.
- Manage a comprehensive compliance risk and issue log for all program activities and proactively present these to senior management.
- Working closely with FinOps, contribute to all SFA financial performance reporting including adherence to the Financial Transparency Act and other federal regulations.
- Define and administer document and data management processes, procedures, and tools.

Minimum Qualifications Required

- Bachelor's degree in Environmental Science, Renewable Energy, Business Administration, Public Administration, or commensurate experience.
- Proficiency in federal grant management, including Davis-Bacon Act (DBA) and Build America, Buy America Act (BABA) compliance.
- At least 4-5 years of experience in compliance management, quality assurance, or a related field. Experience within the nonprofit, renewable energy or environmental sectors preferred.
- Experience managing federal grant reporting requirements, particularly with EPA or similar agencies.

Work Environment

Why Join Us? Our Values Are:

- Partnership: We believe we can accomplish more by bringing people together.
- Adaptability: We evolve, adapt, and apply what we learn to constantly improve our results.
- Knowledge: We seek out and value diverse perspectives, embrace new ideas, and pioneer new approaches
- Innovation: We recognize the scope and pace of the change we need demands that we innovate. This need for innovation inspires and energizes us.
- Integrity: We are honest with our employees, customers, and our partners. We promise to always deliver the best possible outcomes for the environment and people we serve.

Salary & Benefits

- Salary Range: \$85,000 - \$95,000 per year DOE.
- 100% Employer paid Medical, Short Term and Long-Term Disability, Life insurance for employees; 75% subsidized for family/dependents.
- Retirement plan with 5% employer matching contribution.
- Generous PTO and Vacation Policy including alternative care and self-care leave.
- Four Week paid sabbatical after first 6 years, then every 5 years thereafter
- Opportunity to grow through training and development including a generous paid professional development budget.
- Hybrid work schedule.

To Apply:

<https://beforg.bamboohr.com/careers/32>

Open until filled. BEF will review applications as they are received and will interview qualified candidates as they are identified. Our goal is to have this team member start work on 08/30/24.

For consideration, apply on <https://beforg.bamboohr.com/careers> or the company website at <http://www.b-e-f.org/careers> .