

SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

Program Director, Solar for All program

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.

Constitution Hall - Lansing, MI

Working Title: MI Solar for All Program Director

Agency: Michigan Department of Environment, Great Lakes & Energy

Salary Unknown; Full-time (on-site)

Summary

This position will be responsible for the design, implementation, evaluation, and ultimate success of the State of Michigan's MI Solar for All (MISFA) program, a \$156M program. This position will possess exceptional knowledge of the direct generation landscape in the State of Michigan and will strategically navigate the regulatory and legislative requirements to deliver the most impactful MISFA program. As a senior leader within the Office of Climate and Energy (OCE), the MISFA Program Director will convene internal and external partners, in addition to overseeing consultants and staff members, for the purpose of ensuring thoughtful program design and efficient program implementation. Once in the implementation phase, the position will be responsible for both evaluating the progress of the MISFA program, as well as making design and or implementation changes as needed, to ensure the goals of the program – in line with support of the MI Healthy Climate Plan – are achieved.

Examples of Duties

Strategically lead the planning period and design process for the \$156M MISFA program.
Individual tasks related to the duty:

- Lead and project manage the 12-month planning period for the MISFA program, with the support of a planning consultant and other OCE and partner staff.
- Convene, lead, and facilitate meetings with experts and stakeholders to inform policies and programming as it relates to the MISFA program.
- Collaborate with other State of Michigan agencies, government officials, experts, and stakeholders to build MISFA program continuity with other, existing and related programs, increasing the efficiency and effectiveness of the MISFA program; especially considering, but not limited to, available tax credits and direct pay, Home Energy Rebate programs, Low Income Energy Assistance Program, and Weatherization program.

- Utilize a strong network of climate organizations and professionals to receive feedback from and buy-in to the MISFA program design process.
- Utilize extensive knowledge and understanding of direct generation regulation and legislation, as well as direct generation project experience, to maximize the meaningful benefits required by the United States Environmental Protection Agency (USEPA), with a specific focus on energy bill savings and ownership.
- Supervise and manage subordinate staff in the performance of the assigned job functions, related to or supporting the MISFA planning period.
- Supervise and manage the planning consultant team to ensure required deliverables are quality and delivered timely, including but not limited to:
 - Comprehensive and responsive stakeholder engagement process,
 - Drafting of complete MISFA program guidelines, and
 - Selection and onboarding of 3rd party program administrator(s), including the draft and release of a Request for Proposals for administrator(s).

In coordination with the selected 3rd party administrator(s), oversee and coordinate the implementation of the \$156M MISFA program. Individual tasks related to the duty:

- Publicly launch the MISFA program within 12 months of the beginning of the planning period.
- Develop communications strategies to uplift and support the implementation of the MISFA program, taking advantage of statewide networks, as well as creating and providing communication materials for stakeholder and partner use.
- Serve as the key representative of the MISFA program at outside events and meetings as needed.
- Establish regular MISFA communication with contractor and supplier networks, ensuring industry understanding of the program and its related material and training requirements.
- Coordinate or liaise with State of Michigan departments and agencies as necessary to meet program requirements, including but not limited to, timely disbursement of funds and workforce development and environmental justice initiatives.
- Set program milestones to which MISFA sub-awardees will adhere, including the establishment of a clear reporting process that will gather programmatic information and determine if program milestones have been achieved.
- Review compiled MISFA sub-awardee reports for the purpose of submitting official grant reports that meet all USEPA reporting, and other related, requirements.
- Manage the overall MISFA budget throughout the life of the 5-year program (including the 12-month planning period).
- Participate in agency budget preparation, sharing insight to MISFA budgeting approach and status, and advocating for additional MISFA funding if needed.
- Support MISFA sub-awardees in the implementation of their projects, including but not limited to:
 - Communicating clear, complete program guidelines at program launch.
 - Providing accessible and timely technical assistance to sub-awardees, directly or through delegated 3rd party providers, in support of community outreach, procurement, permitting, interconnection, contractor management, and reporting compliance.
 - Establish a process to regularly receive feedback from stakeholders, administrators, and sub-awardees regarding the MISFA program and its related project outcomes.

Lead the ongoing MISFA program evaluation and monitoring functions, with the assistance of stakeholders and third parties. Individual tasks related to the duty:

- Develop evaluation methods to comprehensively evaluate MISFA program successes and roadblocks.
- Coordinate all compliance, monitoring, and program evaluation functions for the MISFA program, ensuring the coordinated functions occur on a regular and timely basis.
- Proactively identify program inefficiencies through the thorough and timely review of program evaluation materials and independently seek to rectify in alignment with MISFA program requirements and goals.
- Drive MISFA program improvement and innovative problem-solving by staying abreast of best-in-class practices for solar deployment.
- Update MISFA program guidelines and communicate to all required stakeholders in a timely manner, when necessary and allowable.
- Communicate and advocate, to the supervisor and to the USEPA, any recommended or requested changes to SFA policy based on gathered information in the MISFA program and subsequent analysis.
- Regularly review and respond to MISFA program feedback received, to ensure program transparency and maximized public and stakeholder understanding.
- Participate in agency budget preparation, and in coordination with a thorough understanding of MISFA program successes to date, advocate for separate, additional funding for the MISFA program as appropriate.
- Supervise, manage, and support subordinate staff through the establishment of a work environment that is fundamentally excited about combating climate change, committed to serving Michiganders – especially Michiganders in low-income and disadvantaged communities, and achieving results through a high standard of professional conduct.
- Professionally represent the MISFA program; OCE; Department of Environment, Great Lakes, and Energy (EGLE); and State of Michigan in various committees and councils focused on Solar for All, solar-related, energy efficiency, or electrification programs to facilitate network and working relationships with entities both inside and outside of state government.

This position will largely operate independently, as a senior and highly experienced leader within the OCE. Decisions on how to approach day-to-day work activities both for this position and for the roles/initiatives managed by this position (direct staff, internal State of Michigan relationships, 3rd party administrators, etc.) and setting both short- and long-term work priorities to ensure overall program goals are met in a timely manner. Strategic decisions on how to design, implement, and manage the MISFA program.

This position requests supervisor's review of decisions that have significant policy or budget implications for the programs of the OCE or EGLE. This would include official policy positions of the OCE, commitments to collaborate with other governmental and non-governmental entities, official communications or requests to federal agencies, and decisions that require expenditure of state funds.

The function of the OCE is to be the lead agency coordinating activities of state departments and agencies on climate response and provides insight and recommendations to state government and local units of government on how to mitigate climate impact, adapt to climate

changes, reduce greenhouse gas emissions, and assist with renewable energy, energy efficiency, and climate resiliency. The OCE is also in charge of developing and implementing the MI Healthy Climate Plan and is charged with the execution of the Climate Pollution Reduction Grants planning grant.

This position will directly manage the MISFA grant award. Management of the MISFA program will require extensive, autonomous interagency coordination and management of subcontractors, consultants, and staff to ensure a successful program and to lend toward the achievement of goals set within the MI Healthy Climate Plan.

This position will lead and be ultimately responsible for the design, implementation, and evaluation of the MISFA program in a just and equitable manner.

Minimum Qualifications Required

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have background in developing and executing complex projects with numerous partners and rigid timelines. Must be organized and have time-management skills. Must have analytical and problem-solving skills. Must be able to communicate clearly and concisely both verbally and in writing. Must have strong interpersonal skills and the ability to maintain effective working relationships with a broad range of people inside and outside of EGLE. Must be comfortable using computers and have knowledge on current information technology. Must be a collaborative team player. Extensive knowledge of state and federal laws and legislative processes related to the work.

Preference for at least seven years total experience in the clean energy, climate, sustainability, or solar industry, with increasing responsibility throughout work experience. Preference for demonstrated experience of designing and implementing innovative solar deployment projects. Preference for candidates who have experience across multiple levels of

grant-making and grant implementation, including but not limited to, federal, state, local, and tribal experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

Physical Requirements

- Primary activities will be office work (sitting; attending meetings; keyboarding; and use of telephone, computer, copier/printer, and other basic office equipment). Employee may occasionally be required to lift and carry materials, drive, travel within Michigan and occasionally out of state and out of country, and attend meetings outside of ordinary business hours.