

# SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

## Senior Project Manager, Solar for All

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.

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### **Portland, Oregon, Hybrid**

**Title: Sr. Program Manager, Solar For All**

**Agency: Energy Trust of Oregon**

### **BACKGROUND**

#### **About Energy Trust Of Oregon**

Energy Trust of Oregon is an independent nonprofit organization dedicated to energy efficiency and renewable energy development. We serve Oregon customers of Portland General Electric, Pacific Power, NW Natural, Cascade Natural Gas and Avista, and SW Washington customers of NW Natural. Year over year Energy Trust is recognized as one of the 100 Best Nonprofits to Work For in Oregon.

#### **Our Vision**

Clean, affordable energy for everyone.

#### **Our Commitment to Diversity**

We recognize the lack of diversity in our industry, and we actively seek to address it with our hiring and retention practices as well as our values. We believe every person and their lived experience is integral to building a vibrant culture and delivering effective services to all customers we serve. We are committed to the principles of diversity, equity and inclusion, and we encourage candidates with diverse backgrounds and experience to apply.

#### **Our Location**

Energy Trust provides for a range of work location options, including remote, hybrid and in-office work. This position will represent Energy Trust in public settings and potentially at community events. We are open to candidates who live throughout Oregon and Washington. The Sr. Program Manager, Solar for All would be expected to report to the office on a quarterly basis, at minimum.

#### **What We're Looking For:**

The Sr. Program Manager – Solar For All will build and lead a team that will develop strategy and

implement a five-year initiative to increase deployment of solar to benefit people with low incomes under Oregon's federal Solar for All grant. You will be responsible for collaborating with grant partners, building partnerships with community-based organizations, increasing the number of community solar projects operating and serving people with low incomes, supporting the Oregon Department of Energy's single-family and multifamily Solar for All programming, representing the program publicly, reporting on grant activities, and developing and tracking an annual budget of approximately \$5 million.

**What You'll Do:**

- Lead the development of the grant program strategy and annual budgets to meet goals for project completion and customer participation.
- Hire and manage staff and contractors to achieve program goals. Support grant-related employees working in other internal teams.
- Collaborate with multiple program partners to ensure that strategies and implementation are aligned and coordinated.
- Build a program to support community organizations in developing community solar projects and/or enrolling subscribers.
- Work with staff and consultants to understand and address barriers to completion of community solar projects. Support the development of technical assistance tools and other resources to support these projects.
- Collaborate with the internal solar program team to ensure that Solar For All incentives and requirements are smoothly integrated with Energy Trust's broader program delivery systems.
- Establish and manage comprehensive grant reporting and tracking processes that ensure compliance with federal requirements.
- Perform other job-related duties as assigned.
- Perform all functions of the job in a safe manner.

**SUPERVISORY RESPONSIBILITY**

- Position will hire and manage program and operations staff. We expect that at least two staff members will report directly to this position.

**What You'll Need:**

- Bachelor's degree in a relevant discipline (engineering, science, economics, business, finance, or environmental science preferred) or equivalent professional experience.

- 8 years of experience in renewable energy or energy efficiency, preferably in program administration or project development.
- 2 years of demonstrated experience successfully leading teams, managing contractors, and/or directly supervising staff.
- Experience in developing and managing contracts.
- Ability to manage and track multiple work streams happening simultaneously.
- Knowledge of solar technologies.
- Experience with federal grant management and reporting preferred.
- Demonstrated ability to define strategic market directions and translate these to a coordinated set of program goals, actions, approaches, and key indicators.
- Strong knowledge of Microsoft Excel, PowerPoint, and Word software applications.
- Ability to work constructively with parties that may have divergent interests.

The above information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

**What You'll Get:**

- Health/dental/vision insurance
- Employer sponsored and paid life/disability
- 401(k) with a company contribution of 6% of your salary after 90 days of employment
- TriMet pass
- Access to health and dependent FSA/HSA accounts
- Generous paid vacation, holidays and sick days
- Paid volunteer hours
- Employee assistance program
- Career advancement opportunities
- Great colleagues and culture
- Flexibility to work from home and/or an office space at the Portland, OR location
- Work from home laptop provided

## **APPLICATION INSTRUCTIONS:**

Please submit a resume. We highly encourage candidates to include a cover letter as part of their application. A well-crafted cover letter allows you to showcase your unique qualifications, passion for the role, and alignment with our mission. Our hiring team is eager to learn more about your story and how your experiences have prepared you for this opportunity. We read every cover letter carefully and appreciate the effort candidates put into them.

Priority consideration will be given to applications received by Friday, June 14th. However, we reserve the right to keep the posting open beyond this date or to remove it altogether based on the volume and quality of received applications.

We encourage interested candidates to submit their applications as early as possible to ensure full consideration. Applications received after the priority deadline may still be reviewed if the position remains open.

Energy Trust of Oregon is committed to providing equal employment opportunity for all persons regardless of race, color, religion (including religious dress and grooming practices), sex, sexual orientation, gender, gender identity, gender expression, age, marital status, national origin, ancestry, citizenship status, pregnancy, medical condition, genetic information, mental and physical disability, political affiliation, union membership, status as a parent, military or veteran status or other non-merit based factors. We will provide reasonable accommodations throughout the application, interviewing and employment process. If you require a reasonable accommodation, contact us. Energy Trust of Oregon is an E-Verify employer. This policy is applicable to all phases of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

Energy Trust is committed to pay equity. Energy Trust is committed to fair employment practices and non-discrimination, including pay equity for all employees. We do not discriminate on the basis of protected class (race, sex, veteran status, disability, age, color, religion, national origin, marital status, sexual orientation) in the payment of wages or screen applicants on the basis of their current or past compensation. We determine salary by completing a review of your application materials to evaluate your related education, experience and training.

Actual compensation packages are based on several factors that are unique to each candidate, including but not limited to skill set, depth of experience, and certifications in the pay equity assessment to determine equitable salary placement.

**Starting Compensation:** \$97,500 \$125,700