



## Job Announcement

**POSITION TITLE:** Clean Energy Program Manager  
**APPLICATION PERIOD:** April 5, 2024 - April 30, 2024  
**PREFERRED START DATE:** June 2024

### ABOUT SUSTAINABLE NORTHWEST

Sustainable Northwest (SNW) works at the intersection of environment, community, and economy. We bring entrepreneurial solutions to natural resources challenges to keep lands healthy and provide economic and community benefits. We believe a healthy economy, environment, and community are indivisible, and that all are strengthened by wise partnerships, policies, and investments. Founded in 1994, our work focuses on forests, ranches, clean energy, water and green markets. The success of our work is based on relationships, trust, and inclusion. Sustainable Northwest is committed to ensuring our staff and board are representative, inclusive, and supportive of all backgrounds, cultures, and identities.

Our energy and climate work is focused on building an equitable transition to a clean energy economy in the Pacific Northwest. Sustainable Northwest is advancing locally driven climate solutions by empowering rural communities across the state to become leaders in clean renewable energy development and enacting community-based energy plans and programs. We serve as a bridge for these often rural, geographically isolated communities for statewide policy information and initiatives, technical assistance, financial and program support, and energy and resilience planning.

### POSITION DETAILS

**LOCATION:** Portland

**REPORTS TO:** Energy Program Director

**EMPLOYMENT STATUS:** Full-Time Exempt, 35-hours per week

**SALARY:** \$65,000 - \$75,000

**BENEFITS:** Sustainable Northwest offers a generous benefits package supporting employee wellness with medical, dental, vision, life and long-term disability insurance; ample paid time off, sick time, and 11 federal holidays; flexible daily and weekly work schedules; 403(b) retirement plan with employer contributions; cell phone stipend; transit or bicycle benefits; pre-tax spending plan for medical and/or dependent care; and annual professional development stipend with paid time set aside to study.

The Clean Energy Program Manager will support our network of rural and tribal partners by accelerating community energy development across Oregon. The manager will connect our partners with funding and technical assistance and move projects from planning to construction primarily by leading the [Project Greenlight](#) initiative. This position will help connect emerging federal and state funding to community scaled projects seeking funding, support and advance clean energy policies, and provide program support to transition our rural communities to clean energy technologies. The manager will support policy committee and coalition activities, and advise and participate in work groups related to specific policy priorities as needed. This position supports development and administrative duties, including grant research, writing, and reporting.



**KEY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

1. Lead project development technical assistance in coordination with community-based clean energy developers (e.g., community-based organizations, local governments, tribes) from concept planning to funding and construction. Lead SNW's access to and deployment of federal and state investments that advance SNW climate and energy goals. (60%):
  - a. Maintain an updated understanding of all financing pathways for community-based clean energy projects, including behind-the-meter projects (e.g., net metering) and front-of-the-meter projects (e.g., community solar, PURPA Qualified Facilities).
  - b. Perform initial financial feasibility analysis and other technical assistance for community energy projects.
    - i. Perform initial financial feasibility.
    - ii. Advise on development of business and finance plans and pro formas.
    - iii. Identify key project partners and facilitate project development as needed.
  - c. Track and deploy federal investments from the Bipartisan Infrastructure Law (BIL) and the Inflation Reduction Act (IRA) to help fund Oregon's transition to a clean energy economy. Lead efforts to leverage the Making Energy Work (MEW) Policy Committee and MEW coalition to support rural clean energy project development.
  - d. Convene statewide stakeholder groups and engage state agencies to prioritize climate and energy funding programs for State and local energy programming.
  - e. Draft BIL and IRA briefings, disseminate BIL and IRA materials to the MEW network.
  - f. Initiate and work with municipalities to prepare, coordinate, and leverage existing state, federal, and private dollars to maximize project development to support climate and rural community benefits.
2. Advise the Making Energy Work Policy Committee and coalition to accelerate clean energy project development and build support for climate friendly policies that benefit both urban and rural communities. (20%):
  - a. Support monthly Policy Committee roundtables to advance a shared policy agenda. Identify and support priority legislative concepts, refine legislative language, investigate best practices, and galvanize support for legislation with the broader Making Energy Work coalition and through targeted stakeholder outreach and engagement.
  - b. Support SNW and partner engagement with legislators, utilities, tribes, community-scale project developers, and community-based organizations. Analyze barriers to community clean energy and microgrid development and , document, and share proposed solutions.
  - c. Translate on the ground barriers and lessons learned into short- and long-term climate policy solutions with coalition partners.
  - d. Identify and support policies that advance equitable outcomes and emphasize inclusive and diverse partnerships, including outreach and engagement with rural, Tribal, low-income, and BIPOC communities.
3. Support administration, development, and communication needs as they arise (20%)



- a. Participate in SNW staff meetings, board meetings, and other organizational pursuits.
- b. Support grant writing, research, and reporting.

#### REQUIRED QUALIFICATIONS

- Bachelor's degree in business, economics, finance, public policy or political science or equivalent.
- Experience in community organizing, public policy, coalition building, project coordination, or similar.
- Familiarity and experience with legislative processes and issue advocacy.
- Ability to work independently and proactively while also demonstrating commitment to team collaboration.
- Commitment to diversity, equity, and inclusion.
- Self-awareness and willingness to seek advice and input from others (board, staff, outside managers, etc.).
- Strong written and oral communication skills; position requires significant engagement with external stakeholders and partners.
- Willingness to be flexible and adaptive when needed.
- Highly organized and intellectually curious.
- Solutions oriented; SNW works with diverse groups and individuals to balance multiple outcomes.
- A good sense of humor.

#### PREFERRED QUALIFICATIONS

- Masters in Public Administration or Business Administration, Master's of Public Policy or similar.
- Experience in legislative advocacy or lobbying.
- Experience with campaign or coalition building.
- Experience with the development of community-based renewable energy projects.
- Experience with finance and project development or developing project financing models.
- Experience working with or knowledge of Pacific Northwest Tribes.
- Experience in technical writing.
- Experience working with industry associations, nonprofit coalitions, utilities, and local, state and Federal agencies.
- Knowledge of Oregon climate action and clean energy policies, incentives, tax credits, renewable energy, and energy efficiency.
- Familiarity with (or desire to learn) clean energy project development processes and financial models.
- Familiarity with (or desire to learn) clean energy development tools such as National Renewable Energy Laboratory's (NREL) System Advisory Model.
- Familiarity with microgrids, community solar, agrivoltaics, and biomass technologies.
- Ability to build basic financial models in excel (DCF, IRR) and understand and work on complex pro formas.



#### PLEASE NOTE

The skills and experience listed above are what we believe is necessary to succeed in this position. We encourage all interested applicants to apply regardless of qualifications, please underscore applicable skills unique to you in your cover letter.

Sustainable Northwest is an equal opportunity employer and is committed to creating a work environment that is safe and supportive. After the first round of interviews, we are happy to connect candidates with current Sustainable Northwest BIPOC, LGBTQ+, neurodivergent, religious, etc. staff to discuss organizational culture and experience. We encourage applications from candidates with diverse backgrounds and individuals from historically underrepresented groups, whose experience will strengthen our organization. We do not discriminate on the basis of an applicant or employee's race or ethnicity, national origin; gender, gender identity or sexual orientation; religion or creed; age, ability, or other legally protected status. Sustainable Northwest utilizes [E-Verify](#) to confirm US employment eligibility for all employees within 30 days of hiring.

#### TO APPLY

Send an email with 'Clean Energy Program Manager' in the subject line. Email a single PDF cover letter and resume to Hannah Meganck at [hmeganck@sustainablenorthwest.org](mailto:hmeganck@sustainablenorthwest.org). Incomplete submissions received after 5 pm on the final application day will not be considered. No phone calls or email inquiries, please. Interview questions will be provided in advance. References will be requested from finalist candidates.