



# Program Manager, Renewable Energy Group



## About BEF's Renewable Energy Group

The Renewable Energy Group seeks to break down barriers to renewable energy adoption through innovative and creative projects. Through strong partnerships with community owned utilities, REG has helped expand the benefits of solar to many more households and has delivered the first community solar projects in the region to directly benefit low-income households. Through policy engagement and pioneering demonstration projects, the REG team has begun to lay the groundwork for a more equitable and accessible solar marketplace. In addition to solar, the REG team works on other technologies such as low-impact hydro, bio-energy, and renewable hydrogen. REG is comprised of three full-time staff, with decades of experience in solar energy, low-income energy programs, and utility operations.

## Why Join Us?

Consistently ranked as one of the best nonprofits in Oregon to work for, BEF is an entrepreneurial nonprofit working on environmental solutions at the intersection of renewable energy and freshwater. Our team members enjoy a forward-thinking, collaborative environment, competitive pay, generous paid time off, a 403(b) retirement plan with a 5% employer match, employer paid professional development and tuition reimbursement, and Tri-Met passes. We care about our team members' health and wellbeing. We provide health, dental, vision, life, AD&D, long and short term disability insurance, along with FSA and HSA options.

We like to work together and we like to play together! At BEF you'll enjoy a comraderie with the rest of the team that comes from overnight staff retreats and other staff outings and events.



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## About this Position

The Program Manager develops and implements strategies, initiatives, and programs to increase equitable access to and participation in renewable energy. The Program Manager identifies, engages, and convenes community, non-profit, government, and philanthropic stakeholders, leveraging these partnerships to inform, implement, and fund equitable renewable energy projects. BEF will prioritize development of renewable energy projects that benefit underserved communities, which will be scoped and supported by the Program Manager. This position has flexible work hours, with occasional evenings and weekends required. Salary depends on experience and is negotiable.

## The Ideal Candidate

We are looking for a candidate who will have a passion for the BEF mission, social and environmental equity, facilitating renewable energy participation within underserved communities, and innovation in the energy field; be self motivated with an entrepreneurial spirit, able to lead projects and people and inspire others in the renewable energy community. The ideal candidate will have experience working with or partnering with diverse or underserved populations and the ability to foster and build partnerships with a variety of stakeholders, including funders, utilities, grantees, contractors and industry leaders. The ideal candidate will have the capacity to navigate social, regulatory, and technical barriers to program implementation; and the passion for developing creative solutions to increase equitable access to and participation in the ownership and benefits of renewable energy. This position will require a strategic, innovative, driven, and organized person who enjoys and is skilled at collaborating with a variety of partners to address complex issues through an equity lens.

## Required Skills & Qualifications

- Demonstrated ability to build strong relationships, working and partnering with diverse communities
- Experience in business or community development or related professional experience
- Bachelor's degree or 4-year equivalent experience
- Ability to craft grant applications using persuasive writing techniques
- Ability to think innovatively and strategically about, and participate in, advancing the long-term goals and development of the program using an equity lens
- Excellent attention to detail and communication skills
- Proficiency with software such as MS Office Suite and relational database or program management software
- Ability to embrace new challenges in a rapidly growing and changing work environment
- Ability to demonstrate and provide examples of continuous personal development and improvement in each of the essential functions

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## Essential Functions & Specific Responsibilities

Candidates must possess the ability to perform essential functions and specific responsibilities with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### *Program Operations*

- Lead the development and implementation of programs and projects focusing on equitable access to and participation in renewable energy
- Expand partnership and collaboration with other non-profits, communities, government agencies, utilities, and businesses to help identify barriers and priorities, and facilitate program expansion
- Secure and leverage funding available to support program activities
- Track financial and demographic information to enhance reporting of program impact
- Utilize cross-functional services, such as business development, marketing, contracts and administration in an effective manner to advance program goals and objectives
- Support REG activities as necessary, such as contracting, budgeting, project management, etc.
- Complete other tasks as assigned by the Director of the Renewable Energy Group

### *Leadership*

- Work as part of the team to develop and execute REG's vision for the Renewable Energy program
- Stay informed of the legislative and legal impacts on renewable energy program development and delivery (incentive programs, regulations, etc.)
- Advocate for equitable access to and participation in renewable energy benefits for underserved communities
- Develop innovative solutions to eliminate barriers to renewable energy deployment
- Find creative approaches to drive market transformation towards renewable energy adoption
- Act as an Ambassador for BEF and REG, representing the organization and program to a wide variety of external audiences

## Environment & Physical Requirements

BEF offices are located in downtown Portland, with open workstation floorplan and ability to reserve conference rooms for meetings and phone calls. We have a break room and staff lounge for lunch and casual meetings. Our building amenities include a small fitness gym with shower facility and a bike room with wall racks and a repair station. The building has an attached parking structure (payment required). The Program Manager may travel up to 20% of the time throughout the Pacific Northwest region; therefore, a valid driver's license is required to deliver the program in both urban and rural areas.

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## How to Apply

To apply, email the following materials to [jobs@b-e-f.org](mailto:jobs@b-e-f.org) by May 10, 2019 . Email subject line must include the position title.

A complete application will include:

1. Cover Letter
2. Resume
3. List of 3 references: name, title, relationship, phone number and email address

Please send the three documents as separate attachments in MS Word or PDF format. Documents in other formats may not be considered.