



Program Manager

The North Carolina Clean Energy Fund (NCCEF) is seeking a Program Manager to join its growing team of mission-focused clean energy and financial professionals. NCCEF is a nonprofit financial institution with a mission to accelerate investment in clean and efficient energy solutions and increase climate resilience in North Carolina, particularly to promote climate and economic equity. We partner with public and private investors, foundations, and other non-profit and community organizations to deploy sustainable financing solutions that will create long-lasting environmental, economic, and social benefits and fill gaps in the financial market, especially for traditionally underserved communities.

Position Summary

The Program Manager will lead NCCEF's participation in newly-approved pilots that accelerate clean energy investment in North Carolina, particularly in disadvantaged communities, ensuring pilots are aligned and integrated across the organization. The Program Manager will also be responsible for the development of a statewide program strategy that builds on lessons learned from the pilots.

The Program Manager will focus first on the Electrify Asheville-Buncombe County heat pump campaign, an innovative residential electrification pilot program aimed at empowering the community to actively participate in and support the ambitious clean-energy goals of the City of Asheville and Buncombe County. The NCCEF Program Manager will manage relationships with participating financial institutions, will lead efforts to train participating HVAC contractors in financing basics so they can effectively explain loans to consumers, and will support the team that is working with community organizations to market this financing/contractor product to homeowners in the county – particularly those with limited resources.

Responsibilities

- Lead activities to make sure the financing component successfully integrates with the Electrify Asheville-Buncombe County program in multiple ways:
 - Manage relationships with participating financial institutions;
 - Review contractor proposals to ensure they meet program criteria;
 - Ensure that homeowners and contractors understand the program's financing products; and

- Create accessible training materials that can be shared with community organizations as the program is marketed in communities.
- Work closely with project sponsors and NCCEF Co-Directors to plan and develop scope, deliverables, required resources, work plan, budget, and timing for new initiatives.
- Strategize, implement, and maintain program initiatives to scale consumer lending programs in ways that meet organizational objectives.
- Work with other program managers to identify risks and opportunities across multiple projects.
- Analyze, evaluate, and overcome program risks and obstacles.
- Develop and manage budget for pilots and future projects and programs.
- Develop program assessment protocols for evaluation and improvement.
- Produce program reports for leadership and stakeholders.
- Maintain organizational standards of satisfaction, quality, and performance.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Communication – Effectively communicates to stakeholders at all levels, both verbally and in writing.
- Team Player – Fosters teamwork and collaboration across multiple teams. Willingness to set aside one’s own priorities in order to help a team member.
- Leadership – Able to inspire, guide, and lead colleagues on projects and initiatives.
- Home Energy expertise – knowledge of the HVAC or home performance industry, knowledge of building science, understanding of the marketplace, technologies, stakeholders and public policy.
- Financial expertise – Experience with consumer finance, lending, or financial models.
- Business Acumen – Possesses understanding and insight into how organizations perform, including budgeting, business processes, data, systems, and people.
- Business Tools and Technologies – Demonstrated proficiency with a wide range of business systems and technologies, including Microsoft platforms.
- Program and Project Management – Understands and easily transitions between different projects, concepts, initiatives, and work flows.
- Judgment – Exercises prudence and insight in decision-making process while mindful of other stakeholders and long-term ramifications
- Organization – Manages time, projects and activity effectively; Able to prioritize and re-prioritize based on business needs.

- Flexibility – Skilled at transitioning between big picture strategy and programmatic details, as well as adapting to the ever-changing clean energy landscape.
- Curiosity – Exhibits an inquisitive nature and the ability to question the status quo among a community of people they enjoy and teams that work well together.
- Humility – exhibits grace in success and failure while doing meaningful work where skills have impact and make a difference.
- Willingness – Hunger to constantly learn, share, and grow and to view the world as their classroom.
- Motivation and Influence – Able to inspire and motivate others to carry out program and project implementation.
- Problem Solving – Able to quickly identify and solve issues related to program and project management.

Qualifications:

- Bachelor's Degree in Business, Finance, Environmental Science, Sustainable Technology, or related field. Advanced degree is preferred.
- Minimum of 5 years experience in program or project management.
- Minimum of 2 years experience related to home energy, clean energy, finance or related fields.
- Familiarity with the clean energy financial and policy landscape in North Carolina is preferred.
- Intermediate-Advanced proficiency with Excel, Outlook, PowerPoint and Word. Proficiency with data analytics and creative tools are preferred.
- This position is location based remote. Chosen candidate must be located in North Carolina, preferably in Western North Carolina.
- Must be willing to travel up to 20% of time, most travel will be within North Carolina.

Why Work With Us?

At NCCEF we care deeply about the work we do and the lasting impact it will have in North Carolina and beyond. We also recognize that the people doing this work are just as valuable. This is why NCCEF has created a culture that values our employees' health and financial well-being and their lives in and outside of work. In addition to a remote, flexible workplace we also offer the following benefits:

- Healthcare benefits – Medical, Vision, Dental (We cover 75% of individual employee medical premiums)
- Life & Disability Insurance
- 403b matching

- Flexible paid time off & paid company holidays
- Parental Leave

How to Apply:

Send your resume and a letter of interest to: Careers@energync.org

NCCEF is proud to be an Equal Opportunity Employer.

We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. NCCEF believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.