Now Hiring: Program Manager

Job Description
The Solar Foundation is seeking a highly motivated Washington, DC based Program Manager to achieve aggressive goals to support increased national solar deployment. The Program Manager will provide technical assistance to local governments pursuing designation under the U.S. Department of Energy-funded SolSmart program (solsmart.org). He/she will work as part of a small, dynamic team to help communities reduce local barriers to the adoption of solar energy. They will focus on permitting and inspection, planning and zoning, government operations, community engagement, and market development as well as other federal, state, and local solar topics. The Program Manager will also work with a broad coalition of other stakeholders, demonstrating thought leadership at both the strategic and tactical levels. The Program Manager will occasionally perform other duties as assigned to meet the needs of a small and dynamic national nonprofit organization.

Key Responsibilities
- Assist local governments in identifying and implementing programs and practices to build robust local solar markets;
- Facilitate meetings with local government officials and their stakeholders;
- Develop new resources (e.g., white papers, fact sheets, presentations, tools) to help local governments learn from and replicate model practices and programs;
- Provide research, writing, and coordination support for SolSmart and other projects at The Solar Foundation;
- Promote the program by effectively communicating program benefits to stakeholders; and
- Help ensure proper program reporting to comply with federal regulations.

Qualifications
At a minimum, candidates for this position must possess:
- An undergraduate degree in public policy, economics, planning, local government management, public affairs, environmental studies, or other related field;
- 2+ years of experience, preferably in municipal/regional government affairs, public affairs, the solar industry or other renewable energy;
- Consistent and strong track record of superb interpersonal skills and clear and persuasive technical writing skills;
- Proven ability to provide high-quality customer service;
- Proven ability to work efficiently and independently as well as collaboratively (experience managing large groups of external stakeholders is a plus);
- The ability and willingness to build a network and travel (post-COVID) and effectively present at local, regional, and national meetings, conferences, and other events; and
- A demonstrated passion for solar or renewable energy.

Additionally, ideal candidates will possess:
- An advanced degree in a relevant field (e.g., Master’s or equivalent);
- Extensive and demonstrable knowledge of local and regional planning and permitting processes; and
- Education or experience in engineering, feasibility analysis, solar project development, and/or resilience strategies involving renewable energy systems.

Compensation
The salary for this position is commensurate with the candidate’s experience and qualifications. The Solar Foundation provides its staff with a competitive benefits package including enrollment in a 401(k) retirement plan with a capped employer match, health insurance, paid time off, professional development funds, etc. This is a full-time position, and in accordance with the provisions of federal wage and hour laws, this position is classified as exempt, meaning this position
will not be eligible for overtime pay. Employment at The Solar Foundation is at-will. The SolSmart program is funded through March 31, 2022 at which time this position would end unless additional funding was awarded.

To Apply
Please submit a cover letter and resume, as well as a writing sample, to Theresa Perry at jobs@irecusa.org with the subject line “SolSmart Program Manager.” Position is available immediately and will remain open until filled. **Preference will be given to applications received by March 7, 2021.**

About The Solar Foundation
The Solar Foundation ([thesolarfoundation.org](http://thesolarfoundation.org)) is a 501(c)(3) nonprofit, nonpartisan organization dedicated to advancing the use of solar and solar-compatible technologies worldwide. We believe that increasing access to this clean, abundant, reliable, and affordable energy source will lift up people’s lives and bring about a prosperous future for all.

The Solar Foundation is a fun and exciting workplace – at the heart of it all. It’s a good fit for people who want to change the world while doing meaningful, resume-building technical work. In a few months, The Solar Foundation will merge with The Interstate Renewable Energy Council (IREC) which will provide additional opportunities to collaborate and make an impact.

The Solar Foundation is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. In addition to federal law requirements, The Solar Foundation complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Candidates from diverse backgrounds are encouraged to apply.