



JOB OPPORTUNITY: COMMUNITY SOLAR COORDINATOR

Status: Full-time, Exempt

Location: Nevada (hybrid)

The Nevada Clean Energy Fund (NCEF) is a nonprofit organization dedicated to supporting a thriving, affordable, and accessible clean energy economy by providing financial and technical resources to Nevadans. NCEF was created in 2017 to accelerate clean energy growth in Nevada, reduce energy costs, create jobs, and meaningfully address climate change. We are in the process of significantly expanding our team, operations, and programs in 2024 and seek a Community Solar Coordinator to help us create a material and lasting impact in Nevada's clean energy economy.

Position Summary

The Nevada Clean Energy Fund (NCEF) seeks a Community Solar Coordinator to join in NCEF's efforts to make clean energy accessible to all Nevadans. As the Community Solar Coordinator, you will work directly with NCEF's Investment and Business Development teams to help develop and execute NCEF's community solar financing program. NCEF's community solar program identifies opportunities to build and finance community solar projects that provide meaningful benefits to low-income households in Nevada. In your role, you will lead daily program administration, including outreach and engagement to potential community solar subscribers (i.e., low-income households), review subscriber applications, oversee the transfer of financial benefits to subscribers, and report on program metrics. You will also collaborate on program development and improvement and support community ownership and input into the community solar project development process.

The anticipated start date of this position is October 1, 2024, however there is a possibility for the position to start earlier or later.

Your Responsibilities

- Manage communications with prospective and existing community solar subscribers, including marketing, engagement, and education.
- In conjunction with NCEF's Community Engagement Manager, organize, attend and, as appropriate, present at community events.
- Manage subscriber application intake and review, including assessing household eligibility, compliance with program requirements, and alignment with program goals.
- Oversee transfer of financial benefits to subscribers using external software solutions, including working with third-party vendors and ensuring adequate records retention.
- Conduct monitoring and verification activities to confirm adherence to benefit sharing arrangements with low-income households.
- Conduct research and analysis on emerging market opportunities and support development of new products and programs based on identified market needs.
- Measure and track community solar project and program metrics, including preparing weekly, monthly and annual analysis and reports.

- Support program development process, including conducting research and drafting program requirements.
- Support community solar project development, including maintaining internal schedules and liaising with project developers, vendors, and community groups.
- Proactively review, adjust, and enhance program administration workflow and tools in response to program design changes or operational efficiency opportunities.

Your Minimum Qualifications

- Passionate about clean energy, combating climate change, and having a positive impact on the lives of Nevadans.
- Bachelor's degree, associate degree, or at least one year of work experience or training, preferably in public health, energy, economics, urban planning, business administration, public administration, environmental studies, social justice studies, or a related field.
- High attention to detail.
- Excellent quantitative, research, and analytical skills.
- Experience and comfort with engaging and presenting to a variety of stakeholder groups.
- Proficiency in Spanish a plus.

Your Desired Qualifications

- Experience with collaborative software solutions (e.g., CRM, loan processing or financial software).
- Working knowledge of basic accounting and payment processing (budgets, invoices, etc.).
- Familiarity with mapping or data analytics software such as ArcGIS or Tableau encouraged.
- Proficiency in Spanish.
- Experience and/or demonstrated interest in Diversity, Equity, Inclusion and justice or environmental justice work, and related principles.
- Experience with community development.

Your Compensation & Benefits

Salary is commensurate with experience. The anticipated salary range for this position is \$50,000-\$70,000. NCEF offers a competitive compensation package that includes medical and dental benefits, a retirement fund match, and paid time off.

Equal Opportunity and Diversity, Equity & Inclusion

NCEF is committed to fostering a diverse, inclusive, and equitable work environment. This includes being intentional in our hiring practices and seeking to overcome systemic biases. If you believe that you have experience and skills that would be valuable to this role at NCEF - even if you do not meet the listed qualifications of the role - please don't hesitate to apply and we will make sure your application garners the attention it deserves.

NCEF is an equal employment opportunity employer, and provides equal employment opportunity to all candidates and employees without regard to race, color, religion, age, marital status, national origin, ancestry, sex, sexual orientation, gender identity or expression,

intellectual disability, mental disability, or physical disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.

To Apply

Interested applicants should submit (1) a one-page cover letter expressing their interest and fit for the position, and (2) a CV/resume to info@nevadacef.org.

Applications will be accepted on a rolling basis until the position is filled.

About the [Nevada Clean Energy Fund \(NCEF\)](#)

NCEF is a 501(c)(3) nonprofit organization with the mission of supporting a thriving, affordable, and accessible clean energy economy by providing financial and technical resources to Nevadans. NCEF works with communities, Tribes, affordable housing developers, schools, local businesses, contractors, governments, utilities, and others to accelerate clean energy growth, reduce energy costs, create jobs, and address climate change. NCEF supports a wide range of clean energy measures, including efficiency retrofits and electrification in homes and commercial buildings, zero-emissions vehicles, and residential and community solar and energy storage projects.

NCEF was created in 2017 by state legislation as the state's "green bank," an institutional model successfully implemented in over a dozen other US states. Green banks are mission-driven institutions that use financing to accelerate the transition to clean energy, address climate change, and benefit communities.

NCEF is poised to grow significantly in the coming year due to NCEF's role in administering federal clean energy funds. NCEF already administers approximately \$10 million in federal clean energy funds and was recently selected for another \$156 million federal award.

At NCEF, we are focused on building a collaborative, equitable, respectful, impact-driven, and innovative culture that acknowledges the importance of work-life balance. We seek individuals who are critical thinkers, driven to take on big challenges, open to introspection, excited to connect with a diverse and inclusive set of stakeholders, and act with a high degree of integrity. Importantly, we seek individuals with a shared passion for clean energy, combating climate change, and having a positive impact on the lives of Nevadans.

NCEF is currently a hybrid organization that values strategic in-person collaboration. While employees can conduct the bulk of their work remotely, you should expect regular in-person meetings and working days. All NCEF's employees are located in Nevada.