



## **Community Solar Program Manager**

### **Who We Are**

[Clean Power Alliance](#) (CPA) is Southern California's locally operated non-profit default electricity provider for 32 communities within Los Angeles and Ventura counties and the 5<sup>th</sup> largest electricity company in the State of California. We provide clean renewable energy at competitive rates to over three million residents and businesses through approximately one million customer accounts

### **What You'll Do**

The Community Solar Program Manager will be responsible for implementing CPA's two Community Solar programs - one that will provide low-income customers living in disadvantaged communities 100% renewable energy and a 20 percent bill discount and the other that will provide the same bill discount to customers living within five miles of new renewable energy projects that CPA and community partners will sponsor and develop. The two programs are funded through the California Public Utilities Commission. This is a challenging opportunity to play a key role in reducing greenhouse gas emissions through distributed energy projects that provide multiple benefits to disadvantaged communities.

### **Who You'll Work With**

The Community Solar Program Manager will work under the direct supervision of the Director of Customer Programs, and will work closely with CPA's Customer Programs, Power Planning & Procurement, Regulatory Affairs, External Affairs and Marketing teams. The Community Solar Program Manager will closely collaborate with disadvantaged community members, organizations, contractors, and developers, as well as outside consultants, customers, and community leaders to effectively implement the programs.

### **Commitment to Diversity**

At CPA, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. Clean Power Alliance provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

### **Culture**

CPA fosters a culture of open communication, responsibility, and intellectual curiosity. As part of a small team that has built the largest CCA in California, high levels of trust,

collaboration, and mission alignment are key. We value transparency, responsiveness, and innovation.

### **Successful Candidates Must Demonstrate the Following Abilities:**

- Have a strong work ethic and be comfortable taking initiative/working in a fast paced, start-up environment.
- Work well on diverse teams and with consultants and be highly collaborative.
- Enjoy engaging with passionate internal and external stakeholders.
- Be a strong communicator who can write compellingly and clearly.
- Have a high tolerance for uncertainty but know how and when to bring things to resolution.
- Have strong analytical skills and attention to detail.
- Handle multiple priorities to meet deadlines and escalate key issues.
- Be able to interpret and explain policies, procedures, and regulations.

### **Duties and Responsibilities**

- **Program Implementation:** Implement CPA's Community Solar programs, in accordance with CPA's implementation plan, while incorporating stakeholder input, industry best practices, and market trends to ensure program success.
- **Project Management:** Manage project implementation from planning stage through close-out, including managing multiple consultants and contracts, developing and adhering to CPUC-approved budgets, and integrating projects into CPA's larger portfolio of programs.
- **Marketing and Customer Acquisition:** Lead activities to recruit community partners to participate in the Community Solar programs and coordinate with CPA's marketing and community outreach team to publicize program opportunities among eligible customers.
- **Measurement, Analytics, and Verification:** Develop indicators to measure program effectiveness, analyze program outcomes to modify implementation activities, and develop and implement verification protocols to support cost and environmental effectiveness claims.
- **Regulatory/Market Expertise:** Serve as subject matter expert for CPA on Community Solar program-related issues, including participating in the Disadvantaged Community Green Tariff and Community Solar Green Tariff compliance and regulatory proceedings at CPUC.
- **Written Reports and Oral Presentations:** Write reports and make oral presentations to CPA's Board of Directors, Board Committees, executive management, customers and community & industry groups.
- **Team Management:** effectively manage a team of project staff, consultants, community stakeholder groups and contractors.
- **Compliance:** manage CPUC program compliance requirements and reporting.
- **Perform other duties as assigned.**

## Qualifications

- Candidates must have a bachelor's degree.
- A minimum of 5 years' experience implementing energy and/or environmental programs.
- Experience working in electric utility, Community Choice Aggregation, or cleantech program is preferred.
- Currently, this position is temporarily remote; however, when the office reopens in January 2022, this position is expected to report to our downtown Los Angeles office at least 3 days per week. (The actual days of the week to be worked in the office will be determined by CPA, not by the candidate.)

## Required Skills

- Demonstrated experience in utility program/project management.
- Demonstrated experience with financial and/or quantitative analysis.
- Demonstrated experience with marketing to end-use customers and high-level decision makers.
- Demonstrated experience working with disadvantaged communities.
- Knowledge and understanding of the solar industry, community solar, and utility tariffs.
- Knowledge and understanding of the CCA business model and the ability to articulate how customer programs support that model.
- Highly proficient with Microsoft Office Suite, particularly Excel and PowerPoint.

## Physical Requirements:

- Ability to sit at a desk and work on a computer for prolonged periods.
- Must be able to lift up to 15 pounds at times.

## Salary and Benefits

The salary range for this position is \$98,580 to \$133,740 with exact compensation to be determined by Clean Power Alliance, dependent on experience. Benefits include health care, a 401(k)-like match program, paid vacation, and sick leave. This is not a civil service position; however, all CPA employees are required to submit a Statement of Economic Interests form, also known as the Form 700.

## How to Apply

Candidates should visit [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=3922236](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=3922236) to complete an application.

The start date for the position is as soon as possible and will remain open until filled.