



## **Project Manager, Origination & Contract Management**

### **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**

CPA is seeking a motivated, highly organized, and detail-oriented team member to support CPA's long-term energy contracting activities. The Project Manager, Origination & Contract Management will focus on supporting solicitations for long-term renewable and storage resources and the management of CPA's portfolio of power supply resources, which includes over 2,000 MW of new solar, wind, and battery storage assets.

The Power Supply team performs various functions related to the development and management of CPA's energy supply portfolio, including procurement of renewable, carbon free, conventional energy, demand response, and resource adequacy products to contribute toward CPA's target portfolio mix, comply with CPA's hedging strategies, achieve regulatory and legislative targets, and maximize benefits for CPA's customers.

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

The Project Manager, Origination & Contract Management will report to the Senior Manager, Structured Contracts. You will work closely with the power supply team, finance team, CPA's scheduling coordinator, outside counsel, and other consultants as assigned.

### **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, intellectual curiosity, and exceptional judgment. As a small team that has quickly built the largest Community Choice Aggregation program in the country, high levels of trust, collaboration, and

mission alignment are key factors in success. We value fact-based creativity in our work, accountability with our stakeholders, and promote ethical engagement and diversity with our brand.

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

- High attention to detail with strong organizational skills.
- Strong project management skills.
- Handle multiple priorities to meet deadlines and escalate key issues.
- Work accurately and swiftly under pressure.
- Demonstrate good judgement and integrity.
- Communicate effectively, orally and in writing, and can translate complex technical information into non-technical language.
- Have a high tolerance for uncertainty but know how to bring things to resolution.
- Possess a strong work ethic and be comfortable taking initiative while working in a fast paced, start-up environment.

### **Duties and Responsibilities**

- Support project management of procurement solicitations for long-term renewable and clean energy contracts, including management of consultants and vendors, development of solicitation materials and requested products, oversight of Request for Offer (RFO) administration, and external communications and review and selection of offers.
- Support negotiation of complex contracts that contribute to CPA's Renewables Portfolio Standard (RPS), energy storage, and other environmental and community goals, including long-term power purchase agreements (PPAs), master agreements (EEI, WSPP), confirmations, and other related energy contracting agreements.
- Manage relationships with counterparties through project development, project onboarding, amendments, consents, and on-going contract management. Serve as the primary point of contact for long-term energy contracts.
- Evaluate and manage contract requirements, review payments, and manage disputes. Work closely with CPA's internal procurement team members and portfolio management consultant to ensure implementation and proper management of each contract, including coordination with CPA's scheduling coordinator, front, mid and back-office functions.
- Prepare reports and presentations for management and CPA's Board of Directors and respond to regulatory filings/data requests.
- Other duties as assigned.

## **Qualifications**

- Candidates must have a bachelor's degree.
- At least two (2) years of experience in energy origination, contract negotiation, electricity trading/marketing, or contract management.
- Demonstrated experience in CAISO and North American electricity markets.

## **Required Skills**

- Excellent organizational, interpersonal, and analytical skills.
- Ability to handle multiple priorities to meet deadlines and escalate key issues.
- Ability to work well with diverse teams and consultants. Be able to thrive in a highly collaborative setting.
- Proficient with Microsoft Office Suite (including Excel and PowerPoint) and data visualization tools or related software.
- Experience with data analysis tools such as R, Python and SAS is a plus.
- CCA experience is a plus.
- Ability to sit at a desk and work on a computer for prolonged periods.

## **Salary and Benefits**

The salary range for this position is \$104,495 - \$141,764, 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 apply on [CPA's LinkedIn Page](#). The start date for the position is as soon as possible and will remain open until filled.