

Job Title: Solar Grants Program Manager

Location: Indianapolis, IN

About Us:

Indiana Community Action Association is a non-profit organization committed to accelerating the transition to a sustainable future. Our program mission is to promote widespread adoption of solar energy through innovative solutions, advocacy, and strategic partnerships. As part of our commitment to advancing solar energy access, we are seeking a dedicated Solar Grants Program Manager to oversee our grant initiatives and drive impactful change in communities statewide.

Position Overview:

The Solar Grants Program Manager will play a pivotal role in managing our solar for all grants program from award to execution. They will be responsible for working with the Indiana Solar For All Coalition and ensuring effective implementation of the EPA-funded project. The ideal candidate will have a strong background in grant management, project coordination, and a passion for renewable energy and sustainability.

Key Responsibilities:

- Hiring, building and managing an internal team.
- Work with key stakeholders to understand their solar energy project needs.
- Develop the following in collaboration with internal teams and external partners: comprehensive program guidelines, sub-recipient agreements, deliverables, timelines and reporting systems that meet EPA requirements.
- Coordinate the grant workplan and budget revision process, including ensuring compliance with grant guidelines and deadlines.
- Build and maintain strong collaborative relationships with funding agencies, coalition members, and other stakeholders to cultivate partnerships while overseeing successful implementation of solar initiatives throughout the targeted communities and monitor progress against objective.
- Oversee the implementation of grant-funded projects, including project planning, resources, reporting and timelines.
- Become proficient in all rules provided by EPA

Qualifications:

- Essential:
 - Proficiency in federal program management
 - Leadership and team management skills
 - BA/BS degree in a relevant field, advanced degree favored
 - Ability to work in diverse political and cultural environments
- Desirable:
 - Experience in the energy sector, especially with utilities, renewable energy or government contracts
 - Knowledge in solar industry, including market trends and technologies
 - Expertise in budget management and contract negotiation

- Experience in engaging with communities historically under represented or under served in the solar energy sector

Supervision:

The Solar For All Program Manager will report directly to the IN-CAA Executive Director.

Compensation and Benefits:

Salary: Starting at \$85,000 or more, depending on experience

Excellent benefits include generous paid leave and holidays; medical and dental insurance; life, short-term, and long-term disability insurance; Employer funded SEP Plan;

Flexible work schedule with the opportunity for hybrid work

TO APPLY

Send your resume to Michelle Carson, Business Manager, mcarson@incap.org by cob on June 12, 2024

The Indiana Community Action Association is committed to providing equal employment and service opportunities to all qualified individuals, employees and applicants for employment without regard to race, color, religion, sex, national origin, age, qualified individuals with disabilities, military or veteran status, citizenship status, gender, gender identity, sexual orientation or any other category protected under federal, state or local law.