Position: Executive Director
Organization: New Partners Community Solar
Mission: New Partners Community Solar believes that the health, environmental and economic benefits of renewable energy should be accessible to everyone, regardless of income. Our mission is Environmental Justice. By producing clean renewable energy on a variety of rooftops, engaging solar job trainees from low-income communities, partnering with nonprofit affordable housing developers, and distributing all energy benefits produced to low-income families and individuals, we operate at the intersection of a critical environment goal (combating climate change through renewable energy production) and critical social goal (addressing the economic needs of our most vulnerable populations). We envision and work for a future where the benefits of green technologies and the fast-developing green economy are shared by all community residents – regardless of income.

Education and Experience: Bachelors degree required and higher education degree preferred. Experience with non-profit organizations or environmental justice work is required.
Salary: Commensurate with experience.
Benefits: Flexible work schedule, Paid Vacation

Duties and Responsibilities
An ideal candidate will have a strong commitment to environmental justice, experience in a number of these duties and responsibilities, and desire and enthusiasm to learn, work, and advocate in innovative policy initiatives.

Program Management
Community Impact Reporting and Advocacy:
• Creating reports on production of solar energy and community impact, including financial benefits to residents and progress on environmental goals, Reports are designed for multiple constituencies including financial partners, government agencies, low-income community members, affordable housing partners and environmental organizations.

Project Management
• Coordinating with contractors and building owners to create new solar installations and meet project operations and maintenance needs Review of Contracts including license agreements with building owners and contracts for development, installation and financing of solar projects. Reviewing financial projections as part of new project development.

Subscriber Management
• Communication with Electric Utility, Affordable Housing Partners and government agencies to ensure solar production benefits are allocated to low-income residents and, with affordable housing owners, achieving maximum community impact.

Education
• Participating in teaching with the founders and officers in seminars and groups about how our nonprofit works for environmental justice and how governmental and financial challenges are met in areas of innovative social impact. This last year, New Partners taught
students from five universities and law schools, as well as groups from the World Bank, US Green Building Council, affordable housing, national real estate developers and business leaders.

- Planning Tours and Special Events. Coordinating visits and presenting to schools, job trainees, and international delegations. Special events can include ribbon cutting ceremonies and fundraising.
- Management of Website. Assisting with the development of a new website, coordinating with the web developer and other team members, and maintaining the contents therein.

Administration
*Corporate Compliance and Board of Directors*
- Assist with corporate compliance, including federal 501(c)(3) charitable status, and District of Columbia
- Plan and coordinate meetings of the Board of Directors. Prepare materials for semi-annual board meetings.

*Accounting, Tax, and Insurance*
- Management of bank accounts, financial statements and budget. Reviewing and developing an annual budget for all affiliated project companies under New Partners management, monitoring the budget throughout the year.
- Coordination with accountants and auditors and review of financial statements, payroll, and tax filings.
- Maintenance of insurance. Maintaining insurance and coordinating with brokers regarding renewal of policies

*Development*
- Manage and assist with creation of development and fund-raising strategies. Maintain program relationship with Catalogue for Philanthropy including participation in workshops. Write grant applications. Maintain relationships with individual donors and foundations.
- Track charitable donations. Establish updated donation and communications platform.

**Application Instructions:**
Please submit a resume, cover letter and short writing sample to herb@npsolar.org