



Job Posting

Renewable Energy Fund Program Manager

The Rhode Island Commerce Corporation is seeking an individual to manage and maintain the Renewable Energy Fund Program. The successful candidate will have oversight of the: small-scale solar grant program, commercial renewable energy program, renewable energy innovation program, feasibility study program and serve as the main point of contact for Commerce RI business clients seeking to pursue energy projects.

Primary Responsibilities Include:

- Act as the point of contact and maintain on-going communication with all stakeholders and interested parties working with/under Commerce RI energy initiatives.
- Provide guidance and clarity to Commerce RI clients pursuing energy improvement projects.
- Manage activities of consultants and special projects providing assistance to energy initiatives of the corporation.
- Update and maintain rules and regulations of the Renewable Energy Fund as needed.
- Create and maintain all program documents including applications and RFPs for Renewable Energy Fund programs.
- Evaluate all applications received by the Commerce RI Renewable Energy Fund.
- Prepare applications summaries and board packet materials for the Commerce RI Board of Directors.
- Make presentations to the Commerce RI Board of Directors recommending Renewable Energy Fund projects.
- Represent Commerce RI in external meetings and committees upon request and approval from senior staff.
- Maintain a working knowledge of all energy incentive programs in Rhode Island in order to best serve Commerce RI clients.
- Ability to write and speak with clarity and effectiveness to diverse audiences.
- Familiarity with CRM software applications.

Required Skills:

- Ability to interact and present information in a clear and concise manner
- High aptitude for program management and organization
- Ability to conduct independent research, analyze data and interpret results
- Excellent computer skills, particularly software programs such as spreadsheets, database management, word processing and presentation programs
- Ability to complete tasks in an accurate, efficient and timely manner
- Demonstrated communication and writing skills

Minimum Qualifications:

A candidate for this position should have a bachelor's degree in business, communications or related field; and a minimum of three to five years of progressively responsible experience in program management, financial services, renewable energy operations, or public administration.

Posting will remain open until position is filled. Submit a cover letter with salary requirements and a professional resume via e-mail to:

**Renewable Energy Job –REF02
Rhode Island Commerce Corporation
315 Iron Horse Way Suite 101
Providence, Rhode Island 02908
Fax: (401) 274-1381**

E-mail prfdesk@commerceri.com

Commerce RI is an Equal Employment Opportunity Employer that values diversity.