



### **Job Description: Program Director, Solar Programs**

The Program Director is responsible for ensuring Westchester County's leadership in adoption of solar energy through both onsite generation and community distributed generation.

The Program Director will oversee the day-to-day operations of the program. The Program Director will manage part-time and full-time staff and contractors, and will maintain relationships with community leadership as well as solar and other CDG developers and other third parties, including community solar platform providers. The operational efficacy of the solar programs requires the Director to demonstrate competency in all aspects of the program. Achieving Sustainable Westchester's mission of equity and access to the benefits of a clean energy economy requires the Director to consider these aspects in all program design and implementation. The Director must have a willingness to learn and adapt to an ever-changing landscape in the New York State energy markets. The Director is expected to attend and/or present at some meetings and events in the evening and on the weekend. The Program Director reports to the Executive Director of Sustainable Westchester.

### **Essential Duties and Responsibilities**

- Develop, execute, monitor, and readjust the annual operating plan. Create and administer departmental budget.
- Secure community solar subscription opportunities that offer advantageous terms for Westchester residents and businesses while offering Sustainable Westchester competitive compensation for customer acquisition services. Achieving this will require multiple approaches including developing relationships with both solar developers and third parties, participating in RFPs, submitting proposals, etc.
- Design new community campaign strategies and leverage ongoing community engagement activities to broaden awareness about and engagement in community solar in Westchester County.
- Oversee creation of Opt-Out Community Solar program to benefit community solar savings to low income Westchester residents.
- Lead Sustainable Westchester's participation in the Westchester Community Solar Partnership, an aggregation of public entities serving as community solar hosts, with New York Power Authority and Westchester County Government.
- Coordinate with Marketing Department to ensure that needed communications and marketing materials are created and are effective.
- Coordinate with the Administration Department to ensure that they have the necessary information required to enable them to provide excellent customer service.
- Oversee community solar portal and data management functionality including customer onboarding.
- Supervise part-time and full-time staff and contractors working in Solar Program, including training and ongoing staff development.
- Foster and maintain relationships with the elected officials and key community stakeholders in all participating municipalities, regularly updating progress and responding to questions and concerns.
- Coordinate and track work scopes, and deliverables of technology and other contracted vendors.
- Execute program reporting for internal and external audiences.
- Plan promotional community events, and coordinate with other local organizations and sustainability committees.

- Facilitate and deliver trainings and support for municipal officials to continue to streamline permitting and zoning for solar installations of all scales.
- Collaborate with Program Directors to develop innovative initiatives including working to create and promote local renewable generation, and community-scale efficiency and/or resilience projects into Westchester County.
- Support Executive Director and other Program Directors in coordinating this program with others offered or being developed by Sustainable Westchester to optimize overall synergy and compatibility for Sustainable Westchester.
- Maintain professional and technical knowledge and grow program reputation by attending conferences and trainings; reviewing professional publications; establishing personal networks; participating in professional societies.

**Required skills / experience:**

- Strong experience in solar, including community solar with 5 years minimum experience in renewables.
- Deep knowledge of the solar market, with a preference for New York State, including extensive industry relationships
- Successful history of business development.
- Demonstrated leadership experience including proven track record of success at leading teams
- Advanced technical knowledge (e.g., familiarity with renewable technologies, power markets, legislation, regulatory issues)
- Proficiency with online meeting platforms (Zoom, Webex, etc)
- Excellent collaboration skills – the solar program has significant and growing linkages to other Sustainable Westchester programs.
- Excellent verbal and written communication skills
- Strong background in contract negotiation and structuring
- Creativity in program design
- Proficient in use of MS Office, google suite and other office productivity tools. Facility in creating financial models

**Location:** Sustainable Westchester’s headquarters is located at 40 Green Street, Mount Kisco, NY. However, this position is temporarily remote.

Compensation packages include the option to participate in health coverage, 401K and other benefits.

**The organization:**

**Sustainable Westchester** is a nonprofit membership organization of Westchester County local Governments that facilitates effective collaboration on sustainability issues. The organization brings socially responsible, environmentally sound, and economically viable solutions that create healthy, resilient and sustainable communities.

**The culture:**

Sustainable Westchester has a diverse and highly collaborative team. We are an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

**To Apply:**

Please forward your resume and cover letter by email to human resources at [HR@SustainableWestchester.org](mailto:HR@SustainableWestchester.org)

Subject line: Program Director, Solar Programs