



**Title:** Community Solar Manager

**Location:** Worcester, Massachusetts

**Reports to:** VP of Project Development – New England

**Description:** Clean Energy Collective (CEC) is seeking a highly motivated candidate for the position of Community Solar Manager, fully responsible for the oversight and management of project permitting for projects within Massachusetts and surrounding areas. Responsibilities include: interfacing with outside resources to evaluate projects, identifying permitting processes, managing internal and external resources to obtain all necessary permits in the shortest timeframe possible, and ensuring proper documentation and reporting throughout the project cycle. This is a full-time position located at CEC's Worcester, Massachusetts office and will require some travel as well as some nights and weekends.

**Key Responsibilities:**

1. Manage the permitting processes for projects.
2. Identify permitting process and expected timeframes
3. Identify, contract and manage external resources as necessary to perform and support permitting requirements
4. Arrange, schedule and conduct key project meetings.
5. Ensure vendors and subcontractors comply with CEC safety policies.
6. Ensure all CEC acquired permits are correctly closed at the end of the project
7. Attend weekly project pipeline meeting to identify upcoming projects and associated tasks
8. Manage project tasks
  - Add new tasks as necessary including after weekly team meeting, pipeline reviews, site visits, etc.
  - Update anticipated completion dates, actual completion dates, and comments on a daily basis
  - Upload project specific information as it is provided by outside resources. Ensure the latest version of all documents is always uploaded.
  - Update anticipated completion dates, actual completion dates, and comments on a daily basis.
9. Civil engineering
  - Obtain proposals from civil engineering firms
    - Review contract scope of work with Project Manager
  - Manage civil engineering firm to ensure timely deliverables as necessary to ensure prompt permitting timeframe.
  - Review and approve invoices from vendors and civil engineers
10. Permitting
  - Review local permitting requirements and identify permitting process for each project
  - Work with Accounting to obtain necessary checks in facilitate permitting needs
  - Meet with abutters and host landowners as necessary to maintain good relations and minimize delays to the permitting process



- Attend all local hearings during permitting process
- Identify and obtain easements required to enable construction of projects
- Assist with clearing Title exceptions and issues

**Qualifications:**

- At least 3 years' experience in project development and/or land entitlement processes in the New England area.
- Knowledge and experience in solar power projects and successful siting and permitting of solar projects is a plus.
- Personal connections and credibility within the local and state government and/or regulatory communities as necessary for the permitting of community solar arrays.
- Proficiency with Microsoft Office and computer familiarity.
- Strong interpersonal skills; a team player, persuasive negotiator, positive and innovative thinker.
- Detail oriented, well organized, and independently competent.
- Demonstrated ability to multitask and work in a fast-paced, entrepreneurial office setting.

**The Company:** A solar tech start-up in 2009, Clean Energy Collective (CEC) has grown to become the world's leading developer of Roofless Community Solar solutions. CEC pioneered the model of delivering clean power-generation through medium-scale solar PV facilities accessible to all utility customers. Since establishing the first community-owned solar array in the country in 2010 near El Jebel, Colorado, CEC has built or has under development more than 90 Roofless Community Solar projects with 21 utility partners across 10 states, serving thousands of customers, and representing more than 100 MW of community solar capacity. For more information on CEC, visit [www.cleanenergycollective.com](http://www.cleanenergycollective.com).

**Compensation:**

Base Salary- Dependent on Experience and Skills

Benefits- Paid Time Off, Medical/Dental/Vision Coverage, Company Equity Plan, Company discount solar purchase program

**Contact:** Please send resumes to [jobs@easycleanenergy.com](mailto:jobs@easycleanenergy.com). No phone calls please.