

Position: Program Director

FTE: Full-time

Location: Washington & Oregon

Reports to: Executive Director

Spark Northwest seeks a dynamic leader who is passionate about clean energy and social justice to join our team. The Program Director oversees the design and delivery of Spark Northwest's clean energy programs. This position is responsible for all aspects of program administration including charting strategic direction, overseeing the project managers, and evaluating success. The Program Director also manages institutional funding relationships with local governments, utilities and foundations. This position reports to the Executive Director.

Spark Northwest partners with communities to build equitable clean energy. We work with nonprofits, local government and utilities to design and implement clean energy projects, with an emphasis on projects that benefit Black, Indigenous, people of color and people with low wealth. We also advocate for policy change to ensure a just transition to clean energy. Our work covers Oregon and Washington. We are a team of eight and have an office in Seattle, although most people work from home during the pandemic. Please visit sparknorthwest.org to learn more.

Because Spark Northwest's mission is to advance clean energy that builds power and wealth for marginalized communities, we especially value candidates who have lived or professional experience in BIPOC, immigrant, rural and low-wealth communities. We encourage people with that knowledge and experience to apply.

RESPONSIBILITIES

Program Planning, Design and Delivery

- Develop new initiatives to support Spark Northwest's strategic direction in consultation with staff and community-based allies.
- Monitor capacity and budget needs to deliver effective programs. Strategically align available resources and staff skills to meet programming goals.
- Mentor and develop direct reports using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate results.
- Work closely with project management staff to monitor program activities, foresee challenges, and ensure deliverables are completed with high quality. Monitor project budgets and communicate substantial variances to management.



Ribbon cutting for solar installation at Shiloh Church.



- Implement equity principles in planning, delivery and evaluation of programs. Ensure project evaluations are completed and recommend changes to enhance programs and increase equitable outcomes, as appropriate.
- Assist leadership team in developing the staffing structure to accomplish our goals. Support the hiring process for new program staff.
- Stay current on industry trends, community needs, and market opportunities through conferences, networking and research. Serve as a technical resource for project management staff.

Contracts and Grants: Prospecting, Cultivation, and Management

- Manage grants and fee for service contracts from inception through final reporting. Track high level budgets, reporting deadlines, and renewal processes.
- Conduct ongoing cultivation and stewardship activities with institutional program funders. Develop funding proposals to ensure the continuous delivery of programs and services.
- Keep abreast of new funding opportunities from governments, foundations, utilities, etc. Assess and decide which opportunities to pursue in consultation with the Executive Director and Finance and Operations Manager.
- Assist with writing and editing general operating grant proposals as needed.
- Participate in the annual budgeting process and conduct ongoing fundraising tracking to meet earned and contributed income revenue goals.

Strategy and Community Outreach

- Participate in Spark Northwest’s strategic planning. Assist with the development of annual program goals, strategies and metrics to advance Spark Northwest’s mission.
- Serve as a spokesperson communicating program successes and replication opportunities.
- Collaborate with staff to integrate antiracism practices into programs and operations to build a more inclusive and equitable organization.

Policy Development and Tracking

- Understand the interplay of clean energy policy and Spark Northwest programming.
- Assist the Executive Director and Policy Manager in setting policy priorities for Spark Northwest, generating content and providing comment as needed.



Solar grant recipients with Mia from Spark Northwest.

SKILLS, EXPERIENCE AND ABILITIES

Our ideal candidate will have a passion for creating solutions for our most pressing energy, environmental, and social justice challenges. They will be a team player and a motivated self-starter, and will thrive in a fast-paced and lively organization.

We seek candidates that have many of the following characteristics:

- At least three years’ experience managing a team
- First-hand knowledge about clean energy project implementation



- Experience preparing proposals and reports for government contracts and foundations
- Familiarity with the electric utility landscape in Oregon and Washington
- Lived or work experience in low-wealth, immigrant, rural or marginalized communities
- Experience working with or in non-profits
- Strong communication skills
- Enjoy collaboration with multiple stakeholders
- Demonstrate initiative and can self-manage and work remotely
- Can juggle multiple priorities and unexpected outcomes
- Are experienced at using MS Office – Word, Excel, PowerPoint, Outlook
- Willingness and ability to travel – some travel throughout the region will be required

BENEFITS AND COMPENSATION

The salary range is \$80,000 - \$85,000 annually, commensurate with experience. Generous benefits including health and dental insurance, paid leave, retirement plan, professional development allowance, and public transit subsidy.

LOCATION

We have an office in downtown Seattle. During the COVID-19 pandemic our work is almost entirely remote. When social distancing is no longer necessary, we expect a mix of remote and in-person office collaboration and some travel for in-person meetings with clients/stakeholders across Oregon and Washington. For remote work, employees need access to internet, phone, and personal computer. If this is a barrier, we can make accommodations.

TO APPLY

Position will remain open until filled, but applications received by Friday February 11th will receive priority consideration. Expected start date is early April.

Please submit the following to jobs@sparknorthwest.org with the subject line: “Your Full Name, Program Director”:

- A cover letter explaining how this position aligns with your previous experience and career goals
- A current resume with specific dates of employment (month/year)
- A writing sample reflecting your original work

No phone inquiries please.

Spark Northwest is an equal opportunity employer who does not discriminate against any employee or job applicant due to gender, race, color, religion, national origin, political ideology, age, marital status, disability, sexual orientation, gender identity, veteran or military status, or any other legally protected status. //Posted January 21, 2022

