

Position: Project Manager (1 or 2)
Location: Seattle, WA

FTE: 1.0 (40 hours/week)
Reports to: Program Director

Salary range: We anticipate filling this as a Project Manager 1 position, with an annual salary of \$65,000 - \$68,000, which includes on-the-job clean energy project development training. If a candidate has significant community clean energy project management experience (as listed below), we will consider making it a Project Manager 2 position, with a salary range of \$71,000-\$75,000.

SUMMARY

Spark Northwest is seeking a dynamic **Project Manager** to join our team of local clean energy innovators. This person will lead our Access Solar program, which expands clean energy to groups that have been traditionally excluded from opportunities due to barriers related to policy, capacity and financing. This position is one-part community engagement, meeting Tribal entities and community-based organizations where they are at to build capacity for clean energy planning and development. It is another part project management, providing step-by-step assistance to walk projects from design through funding and installation. This requires sensitivity and responsiveness to each group's culture and workflow. We are especially seeking candidates with a mixture of these skills – community engagement and project management – and we do not require technical knowledge of clean energy. We have experts who will be standing ready to bring someone up to speed in that area.



Mikhaila Gonzales from Spark Northwest (left), working with Edwin Wanji from Sphere Solar Energy (center) and Dian Ferguson from Central Senior Center (right).

Spark Northwest envisions a resilient Pacific Northwest where clean energy is abundant and its benefits are shared equitably. We partner with communities to build renewable energy and efficiency projects, prioritizing 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. We work in Oregon and Washington and have an office in Seattle. We are a small but mighty staff of nine. Please visit sparknorthwest.org to learn more.

In keeping with our mission to advance clean energy that builds power and wealth in marginalized communities, **we especially value candidates** who have lived or professional experience in BIPOC, immigrant, rural, Native and low-wealth communities that have been underrepresented in the sector. We highly encourage people with that knowledge and experience to apply.

RESPONSIBILITIES

Build Relationships and Develop Projects (65%)

- Make connections with community partners with the goal of developing clean energy projects that build power, wealth, and resilience in Native, low-income and/or under resourced communities.
- Cultivate planning teams; facilitate fun, productive meetings.
- Identify the unique needs of each organization and project, respond with sensitivity to each organization's unique culture and workflow
- Communicate with program partners to demystify clean energy concepts.
- Provide follow-through and follow-up to move an idea to a tangible, funded project.
- Cultivate trusted, durable relationships with clients, project stakeholders and funders.
- Identify opportunities to improve the representation and understanding of our partners' challenges in clean energy

Support Project Funding (15%)

- Support partner project funding by aligning available funding opportunities with community needs.
- Manage a portfolio of community partners and projects and potential funding sources.
- Provide technical support for project scopes and budgets, and grant application process.

Project Management (10%)

- Manage all aspects of our Access Solar project, including developing work plans, budgets, schedules and contracts.
- Develop assessment tools to evaluate and report on project effectiveness.
- Help prepare monthly project invoices and review project expenses.

Contribute to the success of Spark Northwest (10%)

- Participate in developing organizational goals and strategic plans.
- Contribute to written communication materials, such as newsletters, web site, fact sheets, news releases, presentations and reports.
- Represent Spark Northwest at events, conferences and other public forums.
- Assist in developing grant proposals to support new clean energy projects.

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 motivated self-starter, have great teamwork skills, and will thrive in a lively, nimble organization. We know that no one person will have all skills and experiences listed below; we encourage you to apply if you are excited about the opportunity and believe you can grow into the role.

The following are required skills and experiences:

- Have three to five years of project management or similar experience
- Have strong facilitation skills and an inclusive, collaborative approach
- Demonstrate initiative and can self-manage and work remotely
- Have lived or work experience in BIPOC, immigrant, rural, Native or low-wealth communities
- Can juggle multiple priorities and unexpected outcomes
- Have strong verbal and written communication skills
- Are experienced at using MS Office – Word, Excel, PowerPoint, Outlook

The following are desirable, but not required attributes:

- Demonstrated passion for clean energy and justice



- Community organizing or outreach experience
- Experience working with and/or in Tribal governments and entities
- Familiarity with construction or similar project management
- Knowledge of clean energy technologies/methods such as solar, heat pumps, weatherization
- Experience managing complex grant applications
- Are willing and able to travel throughout the region

BENEFITS AND COMPENSATION

We anticipate that most likely this position will be a Project Manager 1 level, which will include on-the-job training about the ins and outs of community clean energy planning and project development. The salary range for Project Manager 1 is \$65,000 - \$68,000 annually. If, however, a candidate has significant experience developing clean energy projects (*i.e.*, meets most of the items on the two lists above) we may start the person at a Project Manager 2 level, with a salary range of \$71,000-\$75,000. In addition to salary, generous benefits including health and dental insurance, paid leave, retirement plan, professional development allowance, and public transit subsidy.

LOCATION



The Spark Northwest team at a recent staff picnic.

We have an office located in downtown Seattle. During the pandemic our work has been mostly remote. At this stage, we are engaging in a self-determined mix of remote and in-person office collaboration with some travel for in-person meetings with clients/stakeholders in Oregon and Washington. For remote work, employees need access to internet and phone. If this is a barrier, we can make accommodations.

TO APPLY

Position will remain open until filled, but applications received by Friday September 23th will receive priority consideration. Expected start date is early November.

Please submit the following to jobs@sparknorthwest.org with the subject line: "Your Full Name, Program Manager":

- A cover letter. Please select three things from the Skills, Experiences and Abilities listed above and provide examples of how your experiences align with those areas.
- A current resume with duration or dates of employment
- One work product example that you created (e.g., flyer, grant application, PPT presentation, video, pamphlet, etc.)
- Optional: please let us know in your email how you heard about this job announcement so that we can streamline future recruiting processes.

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 August 24, 2022

