



Maryland
Energy
Administration

Wes Moore, Governor
Aruna Miller, Lt. Governor
Paul G. Pinsky, Director

ENERGY PROGRAM MANAGER - SOLAR

This is an expedited recruitment, please apply no later than April 24th, 2024 for best consideration.

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. Through the Strategic Energy Investment Fund, the Maryland Renewable Energy Portfolio Standard, Greenhouse Gas Emission Reduction Act, and the Climate Solutions Now Act, you will have the opportunity to work on the cutting edge of shaping and implementing Maryland's environmental and clean energy policies. The mission of the MEA is to promote clean, affordable, reliable energy and energy-related greenhouse gas emission reductions to benefit Marylanders in a just and equitable manner. MEA will advance impactful energy policies and programs to help achieve Maryland's clean energy and greenhouse gas reduction goals.

Position Responsibilities:

Energy Program Managers work to develop and implement energy initiatives that support the State's energy and climate goals while addressing equity and making the state more competitive. MEA's energy programs consist of technical assistance, loans, and/or grants designed to help achieve Maryland's energy goals. Energy Programs Managers perform their duties under the direction of the applicable Section Chief, Director and Assistant Director of MEA Energy Programs, and in close collaboration with other MEA Energy Program managers, Policy Team members, and Administrative staff.

The successful candidate will be key to helping MEA strengthen and grow its suite of solar-focused clean energy incentives to help Maryland equitably and sustainably meet its clean energy and greenhouse gas emissions reduction goals. The successful candidate will have the opportunity to work with a knowledgeable team of Clean Energy Program Managers and Energy Specialists, as well as other MEA staff to develop, implement, and manage a suite of incentive programs and resources that grow

Maryland's clean energy economy through targeted project funding support, workforce development, job creation, and encouraging public and private investment in renewable energy and storage technologies.

It is anticipated that the candidate will be responsible for managing a portfolio of solar energy rebate programs as well as energy storage rebates and grant programs. Opportunities for growth and further program development of this portfolio of projects is likely as the agency's solar and clean energy initiatives evolve to address the needs of Marylanders. The ideal candidate should have prior experience working on solar initiatives, bring a passion for energy and environmental justice, and be ready and able to work hard to implement real, tangible, and measurable equitable solutions that bring the benefits of clean, renewable energy to Maryland's communities, especially those that are low-to-moderate income, overburdened, and underserved (LMIOU). Lastly, the successful candidate will be expected to attend, speak, and present at in-person and offsite meetings, seminars, community engagement events, conferences, and other events, where they will help represent MEA professionally and showcase our solar and other clean energy goals and accomplishments.

The position will be responsible for the following:

- Manage multiple current and planned MEA programs that incentivize the adoption of solar, energy storage, and related clean energy technologies across the State of Maryland;
- Develop programs and initiatives that help address solar industry market shortfalls, especially those that help mitigate current and past socioeconomic and environmental inequities
- Manage grantees in assigned functional areas through the entire grant process: developing and overseeing applications processes; producing grant agreements; providing technical review of proposals; evaluating financial feasibility; visiting grant project sites to verify compliance and completion of grant requirements; and providing technical review for approval of project related reports and invoices; work closely with the Section Chief, Clean Energy and Resilience and fellow MEA Clean Energy and Resilience Section team members, in collaboration with MEA's Communications staff, to develop and expand the agency's solar-focused community engagement and outreach efforts;
- Frequently attend and actively engage with in-person and virtual meetings with external parties, including industry stakeholders, potential incentive program applicants, Grantees, advocacy organizations, community development organizations, fellow State agencies, local governments, and others;

- Develop both internal and external-facing program documents Funding Opportunity Announcements (FOAs), application forms and related documents, evaluation forms, grant agreements, grantee reporting and reimbursement request forms, press releases, blog posts, MEA program and general solar-related social media content, presentations, and others;
- Develop minimum program eligibility requirements and evaluation criteria for award selection;
- Review program applications and funding proposals;
- Lead the evaluation team that makes award recommendations to the Director of MEA for assigned energy programs, and participate as review team member for other MEA energy programs;
- Coordinate and assist, as needed, with the MEA Division of Energy Policy on solar and other clean energy-related policy matters. This may entail preparation and delivery of analysis and draft testimony regarding bills, statutes, regulations, and other policy and related actions that may impact Maryland’s solar industry and meeting our State’s clean energy goals;
- Conduct routine compliance-related activities, including awardee project compliance evaluations, site visits, and monitoring, to include statutory, regulatory, and programmatic requirements;
- Report program and solar industry metrics, insights, and data to internal MEA senior management and external parties on a regular basis;
- Stay actively informed regarding current and potential local, state, regional, federal, and international solar and other clean energy policy developments and market conditions that may directly or indirectly affect Maryland markets, businesses, and consumers; and,
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor’s degree from an accredited college or university in engineering, business administration, economics, finance, environmental policy or management, energy or an energy-related discipline, or a related field or equivalent.
- Highly relevant work specific to the area of performance for this position.
- Proficiency in the Microsoft Office (also known as “Microsoft 365”) Suite, with special emphasis on Excel, Google Sheets, or similar spreadsheet-based program(s).
- Demonstrated proficiency in business and technical writing.

Preferred Qualifications:

- Experience in the solar industry, in one (1) or more sectors (e.g., rooftop solar, commercial and industrial solar, utility-scale solar, etc.).
- At least three (3) years experience in a role directly related to energy policy or program administration.
- Experience in the solar industry, in one (1) or more sectors (e.g., rooftop solar, commercial and industrial solar, utility-scale solar, etc.)
- Experience developing and managing programs or complicated projects.
- Familiarity with specific federal grant compliance requirements including Davis-Bacon Wage Reporting, Buy American, etc.
- Experience working to develop draft legal agreements, such as but not limited to grant agreements, memorandums of understanding, financing agreements, and others.
- Experience and comfort with meeting and interacting with senior business and government officials.
- Project management experience, including establishing and communicating milestones, directing staff and meeting deadlines.
- Previous work interpreting and auditing contracts for vendors/subcontractors.
- Previous experience with Salesforce or similar customer management systems.
- Knowledge and experience with financial audits
- Proficiency in one or more languages in addition to English and a willingness to employ these skills in the professional environment.

Position Location:

A hybrid remote telework and in-office schedule is available per the policies of the Maryland Energy Administration and State of Maryland, which may change from time to time. Currently, this position may require the candidate to be present in the office several days per week. In addition, the individual must be available in person other times as needed to perform certain job functions.

MEA is located in the Montgomery Park Office Complex at 1800 Washington Blvd, Baltimore Maryland. Montgomery Park is a historic building (coming up on its 100th anniversary) with onsite amenities such as a food court, electric vehicle charging access and shuttle to public transportation nodes.

To Apply:

Send a cover letter, resume, writing sample, and salary requirements by email with “Energy Program Manager - Solar” in the subject line to Jobs.MEA@Maryland.gov. Candidates will receive notification of receipt; however, only the top candidates will be invited to interview for the position.

Salary:

This is a full-time, State permanent position and accrues full [State of Maryland benefits](#). Salary commensurate with experience and is in the range of \$64,828 to \$104,555.