

## Program Manager

### ABOUT GENERATION180

Generation180 is a non-profit working to inspire, empower, and equip everyday people to take action on clean energy.

Based in Charlottesville VA, but working nationally, we are a tight-knit team looking to make an impact with high quality work that matters.

### THE OPPORTUNITY

We are looking for someone to join our small and nimble team who is committed to empowering others to make an impact in the transition to clean energy. The Program Manager will collaborate with the Program Director on a national campaign to make clean energy technology accessible and visible in every community by helping schools go solar. You will handle a variety of responsibilities to support the Solar For All Schools campaign and contribute to other projects supporting the organization's mission.

### THE WORK

#### Project Management

- Contribute to the strategy, development, and growth of the national Solar for All Schools campaign.
- Work with the team on the development and launch of a national solar schools report and accompanying materials.
- Collaborate with the team and partner organizations to plan, organize, and execute a national solar tour in the fall of 2020.
- Identify and create resources needed by schools to go solar.
- Track program metrics, evaluate what is working, and strategize on continued program improvement and expansion.
- Contribute to Generation180 campaigns, content, and events and be flexible to provide administrative and programmatic support as needed.

#### Stakeholder Engagement

- Serve as a primary point of contact for a solar help desk and build relationships with partners that can provide additional support.
- Take the lead in recruiting participation in the national solar tour by K-12 schools across the country with onsite solar installations. Engage with partner organizations to promote the tour and increase public participation.
- Coordinate and support a network of school district staff and officials that will guide and mentor other schools in going solar.
- Represent Generation180 at community meetings and other events with stakeholders and partners.

### QUALIFICATIONS

- Passion for Generation180's mission
- Minimum of 3+ years professional experience in project/program management
- Experience with and understanding of solar technology and policy strongly preferred
- Experience in marketing, outreach, or event coordination preferred
- Experience working with schools and/or school decision makers desired
- Detail-oriented and organized
- Exceptional professionalism, follow-through, and people skills
- Excellent oral and written communication skills
- Flexibility and ability to wear many hats as part of a small, fast-moving team



- Entrepreneurial spirit and willingness to own tasks outside of your job description
- Excellent collaboration skills and positive attitude
- High comfort level with digital technology. Experience using a Customer Relationship Management (CRM) system desired
- Bachelor's degree from an accredited college or university

### ORGANIZATIONAL CULTURE

Generation180 employees enjoy a positive and collaborative work environment and have the opportunity to make significant impact on the planning, execution, and growth of the organization.

- Generation180 staff has regular social events together, including staff retreats and happy hours.
- We walk the talk in our office and encourage use of local energy and low-carbon choices at home and work.
- We encourage work-life balance and allow staff to flex some hours during the week.
- We welcome diversity and applicants with unique experiences and perspectives, including women, people of color, and LGBTQ individuals.

### COMPENSATION & BENEFITS

The salary range for this position is \$40,000-50,000 per year. Full-time staff receive 20 vacation days, 11 paid holidays, 12 sick days, and 5 days of paid growth leave. We have an excellent benefits package, including employee covered health insurance, HSA contributions, and retirement contributions. We also provide paid parental leave, childcare reimbursement, a professional development stipend, and an electric vehicle purchase incentive.

### HOW TO APPLY

Please submit resume and cover letter specific to this position to [careers@generation180.org](mailto:careers@generation180.org). Please include "Program Manager" in the subject line of your e-mail. We will accept applications through April 15.