

INCLUSIVE PROSPERITY CAPITAL ASSOCIATE, PROGRAM OPERATIONS

ABOUT THE ORGANIZATION

Inclusive Prosperity Capital, Inc. (“IPC”) is a specialty financing intermediary and investment fund focused on clean energy and social impact.

IPC believes that the benefits of the green energy economy should be accessible to everyone and addresses that gap by increasing access to capital for low-to-moderate income communities and nontraditional credits like nonprofits, faith-based organizations, housing authorities, schools, and smaller businesses.

IPC is a spin-out of, and strategic partner with, the Connecticut Green Bank, and as such is focused on scaling community development in underserved markets nationally. IPC exists at the intersection of green energy finance, community development, and climate impact. For more information about IPC please visit us at: <https://www.inclusiveprosperitycapital.org/>

ABOUT THE OPPORTUNITY

IPC is seeking an Associate to join its growing Program Operations team. A qualified candidate will assist with ensuring the continued successful operation of current programs across the organization, as well as the development of efficient procedures as IPC expands its reach nationally. Responsibilities include, but are not limited to:

- Providing program support and assisting Associate Director of Financing Programs and Associate Manager of Operations in all aspects of the development and operations of financing programs including development of program processes and assistance in contractor, lender and other partner management;
- Helping oversee IPC’s interest in new and existing projects, including tracking leads and applications, fielding inquiries and overseeing various related activities, including: intake, financial packaging, property inspection, bidding, technical advice, and construction inspections;
- Tracking existing programs’ achievement of milestones, budgets, and reports;
- Serving as a liaison to contractors, lenders and other program partners, including conducting online and in-person meetings and drafting communications;
- Performing or participating in related activities including marketing, outreach, maintaining contact records in Salesforce and other duties as necessary;
- Independently performing research and other related tasks as requested to advance any and all aspects of the programs;
- Supporting RFP and program processes as assigned;
- Assisting with the document retention and disposal processes;
- Assisting in other clean energy and/or marketing, outreach and educational projects as assigned.

This is a unique opportunity to become an early member of a growing organization, and as such successful candidates will be expected to apply an “all hands” approach.

QUALIFICATIONS

IPC is seeking candidates that exhibit both mission alignment and professional competency in the following areas:

- Ability to understand various energy-related technologies and financial products.
- Knowledge of and direct experience with the process of project management and tracking with emphasis on customer support, application processing and/or marketing services in the clean energy or financial services sectors.
- Knowledge of customer relationship management and/or workflow applications.
- Ability to facilitate communication with contractors, lenders and others.
- Strong interpersonal skills involving the ability to work with management and a variety of other parties, at all levels, internally and externally.
- Strong writing skills and the ability to communicate effectively, tactfully, and courteously through oral and written communications.
- Strong organizational skills and demonstrated ability to perform multiple tasks simultaneously.
- Experience working in a team environment.
- Proficiency in the Microsoft Office Suite including Excel, Outlook, PowerPoint, Word and other software programs as necessary.
- Experience with Salesforce desired, but not required.

DETAILS

The position will report directly to the Associate Manager of Program Operations but will support other IPC staff as required.

A Bachelor’s degree in environmental science, economics, business administration or another related field is required. Two (2) years of experience in developing, supporting and/or managing programs and/or projects, ideally in a field related to clean energy finance, is preferred. Preference will also be provided to candidates with BPI, LEED or other professional certification.

Candidates will be expected to demonstrate proficiency in the requirements and qualifications detailed above; and, above all, be eager to learn and grow in a fast-paced office setting.

The position will be based in Rocky Hill, CT and offers a competitive compensation and benefits package, commensurate with experience.

APPLICATION PROCEDURE

To apply for this opportunity, please email your resume and cover letter to careers@inclusiveteam.org with “Associate, Program Operations” in the subject line.

IPC is an equal employment opportunity employer.