

## ***Program Manager – C-PACE***

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Rhode Island Infrastructure Bank is Rhode Island’s central hub for financing infrastructure improvements for municipalities, businesses, and homeowners. We leverage limited capital in revolving funds to offer innovative financing for an array of infrastructure-based projects including water and wastewater, transportation, energy efficiency and renewable energy, and brownfield remediation. These quality of life projects improve the State’s infrastructure, create jobs, promote economic development and enhance the environment.

### **Position Summary**

The Program Manager’s primary duties are to provide day-to-day management of the Bank’s Commercial – Property Assessed Clean Energy (C-PACE) program. The Program Manager has overall responsibility for managing the C-PACE program and helping contractors, project developers, building owners, capital providers and other stakeholders through the project origination process. The role will manage all aspects of marketing the program which will include informational workshops, leading marketing and education campaigns.

### **Responsibilities**

- Form relationships with commercial real estate professionals including building owners, developers, professional service firms and clean energy contractors.
- Increase market awareness of the C-PACE product in Rhode Island through meetings, contractor workshops, informational sessions, and social media marketing. Develop, execute and manage a marketing plan including product branding.
- Develop and manage a project pipeline and manage closing process in partnership with the C-PACE Program Administrator.
- Partner with third-party finance providers to manage projects through the approval process.
- Partner with the C-PACE Program Administrator to oversee a project technical review process to ensure project meets program requirements.
- Assist in bringing other Infrastructure Bank lending products (stormwater, brownfields) to the loan origination process with potential clients.
- Assist in marketing the Bank’s municipal energy programs with messaging and strategy.
- Other tasks as assigned.

### **Qualifications**

- Bachelor’s Degree in finance, economics, business administration, engineering, or other equivalent experience.
- Minimum 5 years of relevant work experience, which includes customer facing experience on complex, multi-stakeholder projects, project management, commercial loan origination, commercial real estate and commercial energy efficiency/clean energy project development.



- Knowledge of real estate finance, energy finance and/or experience working with renewable energy and energy efficiency projects.
- Skilled at analyzing new business opportunities and arriving at clear decisions.

### Desired Skills

- Ability to learn quickly and act in a fast-paced environment. Goal-oriented mentality, detail-oriented and demonstrate strong organizational, leadership, interpersonal and communication skills.
- Excellent critical-thinking and problem-solving capabilities and strong analytical and decision-making skills.
- Effective team skills: professional, assertive, driven, self-starting, and able to multi-task.
- Effective interpersonal and relationship building skills, including the ability to work with management and to work collaboratively with a diverse group of stakeholders, at all levels, internally and externally.
- Comfortable with presentations, telephone conversations and speaking in meetings and other large forums.
- Proficient in the Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook and other software programs as necessary.

### How to Apply

Please send cover letter (including salary requirements) and resume to [careers@riib.org](mailto:careers@riib.org).