



MCEC DIRECTOR OF FINANCE

Use your skills and experience to help transform the energy economy and combat climate change in Maryland!

The Maryland Clean Energy Center (MCEC) is seeking a dynamic Director of Finance to manage a division and be part of a team of talented, passionate individuals with shared focus on implementing new green bank financing models, including raising and deploying capital strategically, in order to achieve its mission.

MCEC serves as a statewide green bank, with a mission to transform the energy economy in the State of Maryland by increasing clean energy jobs, technical innovations, entrepreneurial businesses, and consumer adoption of clean energy products and services. MCEC facilitates access to capital through leveraged and direct investment, and operates financing programs targeted to serve various consumer audiences.

MCEC is a not-for-profit corporate instrumentality of state through an act of the Maryland General Assembly. A Board of Directors, appointed by the Governor, provides oversight for the organization.

The primary responsibility of this position is to build financing solutions and sell the use of MCEC financing products and technical services to maintain a project pipeline that generates related fee income. The position will also play a critical role in raising capital for MCEC from public, private, and nonprofit sources. This is a key executive level leadership position within the organization for which compensation may include a pay for performance element.

The position reports to the MCEC Executive Director and is responsible for all finance activity and program administration, which may include: bond financing and transaction management, project or program funding development and management, loan origination, loan processing, payments and billing, capital-raising, credit verification, marketing and customer relations, data collection, and reporting.

This individual will work to acquire the funding necessary to effectively administer programs and is expected to keep track of metrics and statistics that demonstrate the return on investment and importance of the activities being performed. On occasion, this individual will interface directly with elected and appointed government officials on the Federal, State, and local level to promote and encourage support for the organization.

Salary is negotiable and commensurate with experience.

ESSENTIAL FUNCTIONS

- Develop and promote the use of financial products, programs, and tools to generate fee income.
- Identify and pursue target consumer audiences to facilitate deal flow and program participation.
- Assist the Executive Director in raising capital for the organization.
- Administer programs, track metrics and statistics to provide reports that demonstrate the value and importance of activities being performed.

EDUCATION AND EXPERIENCE

Qualified candidates must have a Bachelor's degree in finance, economics, business administration or other related field; and five (5) years of experience managing and developing programs and/or projects, ideally in a field related to clean energy finance.

A Master's degree in business administration, environmental science, engineering, economics, public administration, or other related field may be substituted for three (3) additional years of the general experience. A professional certification in a relevant field may substitute for one (1) additional year of the general experience.

A background in law & public administration or banking & finance, including work with and/or management of government programs, public finance, and private investment strategies will also be considered.

Duties include:

- Develop and manage new and existing projects and/or programs with a focus on clean energy finance.
- Provide research, financial support and analysis to inform financial program design and execution, as well as to support communication with internal and external stakeholders.
- Engage with public, private, and nonprofit capital providers to raise funds for the organization.
- Create reporting to communicate the achievement of milestones and budgets for programs and projects.
- Manage reporting, evaluation, and redesign of existing programs.
- Monitor and report on achievement of milestones and budgets for existing programs and projects.
- Manage and support due diligence activities to obtain and analyze pertinent information relative to potential returns, risk exposure, and decision to participate in investment or program opportunities.
- Facilitate relationship building with capital providers, contractors, and service providers to enable success for program and project financing activity.
- Serve as a liaison to program applicants and project participants, including Green Bank partners, project developers, government entities, and regulatory agencies.
- Conduct sector or program-level investor meetings and solicitations, deal documentation, and risk analysis and management.
- Participate in the evaluation of requests for financial partnerships by providing assessment of the potential partner's proposal in relation to Green Bank investment or project criteria.
- Oversee, design, and conduct procurement solicitation and evaluation processes.
- Manage the monitoring and evaluation of project and program contract deliverables.
- Supervise staff, interns, and/or independent contractors.
- Perform other work related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding and experience with bond financing and underwriting as well as leveraging private investment to accomplish objectives.
- Knowledge of commercial and consumer loan documentation and servicing requirements.
- Good understanding of consumer and business lending activities including products and services.
- Familiarity with energy audit and efficiency financing practices as well as PACE and other “green bank” model financing programs.
- Ability to analyze and interpret financial statements, business plans, and other complex financial and legal concepts and documents; and to communicate and summarize salient points.
- Works independently, with keen attention to detail.
- Advanced problem-solving and decision making skills.
- Strong ability to apply analytical, constructive, and interpretive thinking to an often unstructured environment.
- Advanced prioritization, focus, coordination, and organization skills.
- Strong customer service and relationship management skills.
- Ability to multi-task in a fast-paced environment, and to quickly shift focus and priorities.
- Ability to coordinate, monitor workflow, and meet performance deadlines in an effective manner.
- Ability to lead and/or supervise staff, contractors, and others.
- Proficiency in the Microsoft Office Suite including Word, Excel, PowerPoint, Outlook, and other software programs as necessary.
- Strong negotiating and 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.
- Experience working in a team environment.

LICENSES AND CERTIFICATIONS

Driver’s license with less than 6 points under Maryland law may be required.

WORK ENVIRONMENT

Candidate will be expected to be results oriented and perform responsibilities with an appropriate sense of urgency cognizant at all times of strict timeframes. Success in this position will depend on ability to work effectively in a fast-paced, dynamic environment.

TO APPLY

Please send resume with cover letter to info@mdcleanenergy.org.