



## **LOAN PROGRAM COORDINATOR**

The Maryland Clean Energy Center (MCEC) was created as a not-for-profit corporate instrumentality of state in 2008 through an act of the Maryland General Assembly. The organization reports to a nine member Board of Directors. The mission of the MCEC is to transform the energy economy in the State of Maryland by increasing clean energy jobs, technical innovations, entrepreneurial businesses, and consumer adoption of products and services. MCEC undertakes efforts to increase the demand for clean energy, renewable energy and energy efficiency products, services and technologies.

MCEC, working in partnership with the Montgomery County Green Bank (MCGB) and certain utility partners to establish the Clean Energy Advantage loan program throughout the state, with a pilot program initiative funded in part by the EmPOWER Maryland rate payer surcharge, is seeking to hire a Loan Program Coordinator.

This position reports to the Chief Investment Officer of the Maryland Clean Energy Center and will be responsible for program administration, including funding development and program administration contractor oversight, marketing, lender relations, customer relations, customer qualification documentation, loan origination management, loan processing management, payment, data collection and reporting. This position is currently grant funded for 2-3 years with potential for permanent employment in the future.

This position may interface directly with elected and appointed government officials on the Federal, state, and local level to promote and encourage future program funding. This individual will work to acquire the financing necessary to effectively administer programs and provide a broad pool of funding for loans.

This position will oversee overall program marketing and promotion including web services, and may do so for local jurisdictions as required. The individual in this position is expected to keep track of metrics and statistics that demonstrate the importance of the activity being performed.

### **ESSENTIAL FUNCTIONS**

- Oversees overall program marketing and promotion including web services.
- Tracks financials related to loan applications and use of funds.
- Tracks metrics and statistics that demonstrate the importance of activity being performed.
- Interfaces directly with elected and appointed government officials on the Federal, state, and local level to promote and encourage program funding support.
- Works to acquire private capital financing necessary to effectively administer programs and provide a broad pool of funding for loans as needed.
- Issues accurate reports on a timely basis.
- Performs other work related duties as assigned.
- This position may supervise independent contractors and clerical employees.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in public administration, business finance, marketing or related field plus two years of professional experience in banking and finance or consumer lending. Experience and work with program management public finance and private investment strategies is desirable. Experience in the energy sector, especially related to energy efficiency and home performance upgrades is a plus.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of commercial and consumer loan documentation and servicing requirements.
- Strong organizational skills and ability to work independently with limited supervision.
- Excellent communication, customer service, interpersonal and management skills.
- Ability to coordinate and monitor workflow in an effective manner.
- Computer skills with emphasis on Microsoft Office products, especially Excel.
- Ability to write well, meet deadlines, and work well with internal staff and/or external parties.

## **TO APPLY**

Please send resume with cover letter to [info@mdcleanenergy.org](mailto:info@mdcleanenergy.org).