ABOUT THE POSITION

The Director, Organizational and Project Finance is responsible for managing all finance functions pertaining to the organization’s long-term financial sustainability and growth in accordance with Groundswell objectives and policies, industry standards, and regulatory requirements. For Groundswell, as a leading developer and implementer of equitable clean energy projects and programs, these responsibilities encompass both organizational and project/program finance. Organizational financial management responsibilities include developing and managing budgets, overseeing accounting and reporting, leading the development and implementation of best practice financial management policies, and protecting the organization’s financial health during a period of ambitious growth. Program and project finance responsibilities include leading the design and implementation of Groundswell’s Community Power Fund, which will build on the organization’s successful project finance strategy, incorporating additional policy-enabled innovations to deliver community ownership.

Reporting to the VP of Finance, IT and Development. The Director, Organizational and Project Finance will supervise the Finance Manager and a team of external experts and consultants including Groundswell’s external accounting team.

The Director, Organizational and Project Finance will combine strong budgeting, accounting, and finance experience with a human-centered approach. Proficiency in accounting software and Excel are encouraged, along with a passion for harnessing technology.

Groundswell is a values-driven social enterprise committed to a culture of belonging, and we invite you to review our strategic plan and values as you apply.

KEY RESPONSIBILITIES

Org Financial Management
Lead the organizational growth and development of Groundswell’s financial management systems, overseeing revenue and expense projections and budget oversight.

- Design, develop, and implement end-to-end process for financial transaction management, inclusive of processes, policies, and software systems.
- Develop a risk management framework to ensure appropriate controls, cash reserves, and appropriate mitigation strategies to ensure predictable, stable, and transparent financial operations for the Groundswell community solar program and engender the trust of customers, investors, and partners.
- Serve as senior project manager for all personnel, contractors, and partners involved in the design, development, and implementation of financial management systems.
- Develop and provide timely and accurate budget data for the development of project, program, and grant-related budgets.
- Ensure accurate accounting and coding of Groundswell’s grants and earned revenue.
- Oversee the timely and accurate reporting on government and private grants.
- Assist with the development of project budgets for grant applications to ensure that funding requests align with organizational finance goals.
- Liaise with the outsourced accounting firm on the monthly close and review monthly reports for completeness and accuracy.

**Clean Energy Project Finance**

Lead the design and implementation of financial models for solar and resiliency projects centered around local community ownership and financial models for scalable energy efficiency programs, serving as the senior manager responsible for all processes and procedures supporting program-related financial transactions.

- Lead solar and energy efficiency project financial analyses (e.g., build financial models, valuation, and sensitivity analyses) and make recommendations regarding financial feasibility.
- Serve as senior project manager for all personnel, contractors, and partners involved in clean energy project financing.
- Evaluate various project ownership scenarios and analyze potential benefits and risks.
- Oversee financing activities with the technical project development processes, including participation in cross-functional team meetings.
- Standardize, document, and streamline business processes around clean energy project finance to ensure accuracy, speed, and replicability.
- Evaluate new market opportunities, valuations, and risks, and assist in expansion to strategic markets.
- Develop reports, metrics, and analyzes to extract strategically important information to assist the leadership team with decision-making.
- Oversee the development of all financial documentation and assist with legal documentation required for project and/or program implementation, ensuring the highest degree of compliance and quality.
- Research latest trends in clean energy financing and develop recommendations on financing options for solar projects, including strategies for community ownership of solar projects.
- Identify opportunities to align capital sources to support program/project deployment at scale.

**Overall Management Responsibilities**

As a member of the management team at Groundswell, participate in overall management and Groundswell programs and staff:

- Support the development of the Groundswell plans and programs.
- Demonstrate prudent management of human resources and Groundswell assets.
- Serve as a representative of Groundswell in public forums, with local government and partner organizations, and in the community, including the development of webinars, blogs, social media content, and other materials.
- Support the pursuit of opportunities aligned with the Groundswell mission, including grants and mission-related investment.
- Seek opportunities to drive continuous improvement in Groundswell programs, processes, and procedures.
- Identify and respond to emerging risks and opportunities.
ADDITIONAL RESPONSIBILITIES
As a member of the Groundswell team, the Director, Organizational and Project Finance is expected to participate in the overall execution of Groundswell programs:

- May be asked to represent Groundswell in public forums and engage with institutional partners and vendors.
- Support the pursuit of opportunities aligned with the Groundswell mission.
- Seek opportunities to drive continuous improvement in Groundswell programs, processes, and procedures; and
- Identify and respond to emerging risks and opportunities.

In this work, the Director, Organizational and Project Finance will reflect Groundswell’s Core Values (see strategic plan deck). Key values that will be uplifted through this role include:

- Integrity: We uphold the values of Groundswell in every action and decision. We hold ourselves accountable for gathering facts, sweating the details, performing analysis, and validating decisions.
- Respect: We respect and treat each other with dignity. We value each other’s contribution to the team. We treat our communities with respect.
- Support Each Other: We are committed to building an encouraging, caring, and supportive environment. We foster teamwork and collaboration across departments and with customers.

OTHER DUTIES
This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change at any time with or without notice.

COMPETENCIES OR SPECIALIZED KNOWLEDGE
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles (GAAP)
- Ability to analyze financial statements and prepare financial reports, statements, and projections.
- Expertise in developing and managing budgets and forecasting.
- Experience in business facing or strategic finance role.
- Proficiency in Microsoft Office (Excel, word)
- Financial planning
- Federal and Local government grant financial reporting.
- Range of nonprofit, corporate or government experience.
- CPA preferred.

SUPERVISORY RESPONSIBILITY
This position will manage Groundswell’s Finance Manager. The Finance Manager assists the Director, Organizational and Project Finance with the annual budget, periodic reforecasts, accounting tasks including expense and time coding, and the financial portion of grant applications as well as grant reporting. As Groundswell grows, this position will be responsible for building Groundswell’s organizational and project finance team.
WORK ENVIRONMENT
In alignment with Groundswell’s re-entry plan, employees will be required to work in a hybrid setting per the company’s policy.

POSITION TYPE AND EXPECTED HOURS
This is a full-time position. Days and hours of work are Monday through Friday during standard business hours. Occasional evening and weekend work may be required as job duties demand.

TRAVEL
Occasional regional travel will be required for this position. Occasional visits to Groundswell office locations may be required.

REQUIRED EDUCATION AND EXPERIENCE
- Bachelor’s degree in finance, accounting, or business or related field.
- MBA preferred but not required.
- Demonstrated expertise in financial modeling in renewable energy, project finance, or related fields.
- A detailed understanding of nonprofit finance and accounting functions is critical.
- Experience managing federal grants and awards, especially related to Department of Energy and the US Department of Agriculture, is preferred.
- Demonstrated management capabilities including project planning, project supervision, engagement of community members, contract management, and team supervision.
- Demonstrated expertise in community programs in energy efficiency, renewable energy, environmental management, or related fields.

SUPERVISION
The Director, Organizational and Project Finance will report to Groundswell’s VP of Finance, IT and Development

COMPENSATION
Compensation for this position is in Groundswell’s established pay band for the Director level with full-time employee benefits package.

BENEFITS
- Groundswell pays 100% of the monthly premium for health, dental, vision, and long-term disability for full-time employees in accordance with Groundswell’s policy. Groundswell also covers 50% of spouses and dependents covered under the Groundswell healthcare, vision, and dental plan.
- Matching 401 (k) plan contribution by Groundswell up to 4% for employees who choose to contribute to Groundswell’s 401 (k) plan, with immediate vesting.
- Monthly Development Days to focus on professional development opportunities.
- $45 per month to reimburse cellular phone use for business purposes.
- $75 per month to reimburse home internet access for business purposes.
- Fifteen (15) paid vacation days per year; eight (8) sick days; and two (2) personal days. Vacation and sick leave accrue at the start of your employment, restart each year on January 1, and increase with tenure. Personal days begin after six months of employment.
- Groundswell also takes nine (9) paid federal holidays and a holiday break from December 24th to January 1st (inclusive).
- Short-Term Disability Insurance, Long-Term Disability Insurance, and Voluntary Life available.
- Pre-tax benefits such as Smart Benefits, Flexible spending accounts, and Dependent care are also available.

For more information about the organization’s benefits and other personnel policies, Groundswell will provide a new hire orientation within the first week of employment.

HOW TO APPLY
Candidates must submit a resume and cover letter to hiring@groundswell.org detailing their qualifications and interest to be considered for this position. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Groundswell is an equal-opportunity employer that is deeply committed to the principles of equity, diversity, and inclusiveness and seeks to create a pluralistic community for all.

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