



Job Description

Technical Grant Manager – CalSEED

The California Clean Energy Fund has been accelerating clean energy innovation and startup ecosystems for more than a decade. We are optimizing the energy transition to create a 100%+ clean energy economy for the 100%. Since 2004, we have leveraged \$1.5 billion, invested directly in over 100 clean energy enterprises, and launched industry leading solution centers. Today, we have an audacious plan for rapid clean energy adoption, to build equity into the energy economy, and to create new jobs in California, the United States, and around the world.

In 2016, the California Clean Energy Fund was awarded the California Sustainable Energy Entrepreneur Development (CalSEED) contract by the California Energy Commission (CEC). CalSEED is a funding and professional development program for innovators and entrepreneurs working to bring early-stage clean energy concepts to market. The program will provide \$24M in early stage funding across an estimated 100 entrepreneurs over the next five years.

The California Clean Energy Fund seeks a **Technical Grant Manager** who can bring a strong suite of operational and technical skills to the CalSEED team. This role will be responsible for CalSEED program operations including managing the grantmaking process; supporting awardees; maintaining the program software; and drafting and submitting grant reports.

Responsibilities:

Grant Management

- Manages administration, tracking, and reporting throughout the grant life cycle including
 - Application process scheduling, tracking, management
 - Awardee contract development and execution
 - Coordination of awardee payments including compliance reporting
 - Development of monthly and quarterly reports for management, partners, and the CEC
 - Tracking milestone achievements
 - Communication with awardees on professional development resources
- Assists in coordination of reviewers and awardee selection process.

Fund Administration

- Serves as system administrator for the CalSEED grant management system.
- Uses the grant management system to ensure timely administration of the grants and coordination of workflow. Trains others on use of software.

- Maintains the grant management system including ensuring applications, review forms, and reports are current and functional; incorporating best practices; and ensuring excellent controls.

Reporting/Financial

- Maintains processes for all reporting functions including financial, impact analysis, budget/spend in partnership with the CalCEF CFO.
- Contributes timely and accurate data analyses on impact, performance, budget and expenditures, and other metrics as needed for quarterly reports, annual reports, and external presentations.

Team Member

- Foster a spirit of collaboration and support.
- Establish annual objectives and key results for the program and team; complete annual review process.
- Serve as an active participant of the organization, contributing to the culture, planning, and implementation of organization initiatives.

Qualifications:

- Bachelor's degree with a minimum of 5 years of work experience is preferred.
- Proven strength in process design, management, and administration; able to translate complex requirements into straightforward processes.
- Demonstrated technical management of a CRM, database, or software system.
- Strong project management skills, ability to self-manage and meet deadlines.
- Exemplary interpersonal, verbal, and written communication skills.
- Demonstrated analytical & critical thinking skills.
- Motivated to create a positive impact on the world with a passion for clean energy, social justice, and entrepreneurial innovation.

To Apply:

Cover letter and résumé to jobs@calcef.org

Note: in May 2017, CalCEF's office will move to Oakland, CA.

The California Clean Energy Fund is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.