



OPEN POSITION ANNOUNCEMENT!

Project Operations and Proposal Manager

Open until filled. Posted 03/28/2024

San Diego County – hybrid work schedule set by SDCP

About the role: San Diego Community Power (SDCP) is seeking a passionate Project Operations & Proposal Manager that will help provide project management and overall team operations support to SDCP's Programs Team. Under the direction of the Director of Programs, this role will assist with project management and team coordination, including but not limited to establishing project management processes, tools, and systems, fostering collaboration and coordination with other SDCP Departments, and assisting with budget management, resource planning, time-tracking, meeting scheduling, agenda development, and drafting/reviewing reports and presentations. Additionally, this role will coordinate proposal responses to external funding opportunities (i.e., state and federal grants) for the Programs Team. This involves supporting prioritization and screening of funding opportunities and managing the proposal development process (i.e., establishing and managing internal timelines, populating grant templates, coordinating narrative content development by various SDCP staff, copy editing final proposals, and submitting proposals to funders). This role may lead the administration of the grant contracting process for the Programs Team for some funding opportunities and may manage coordination between program leads and other SDCP Departments, external partners, and consultants/vendors.

WHO IS SAN DIEGO COMMUNITY POWER?

San Diego Community Power is a community-driven, not-for-profit public agency providing cleaner energy to the San Diego region. Formed in 2019, Community Power is the second largest Community Choice Aggregator (CCA) in California, serving nearly 1 million customer accounts across its member agencies: the Cities of San Diego, Chula Vista, Encinitas, Imperial Beach, La Mesa and National City, as well as the unincorporated areas of San Diego County.

OUR HISTORY

San Diego Community Power was formed in 2019 as a public, not-for-profit community choice aggregator (CCA) in the San Diego region. We began electric service in 2021 and serve five member agencies: San Diego, Chula Vista, Encinitas, La Mesa and Imperial Beach, County of San Diego, and National City. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. By the end of 2023, SDCP will provide electricity for nearly half the electric load in San Diego Gas and Electric's service territory and will be the second largest CCA in California. For more information, please visit SDCommunityPower.org.

COMMITMENT TO DIVERSITY

At SDCP, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and hope to hire employees that reflect our communities. We provide equal employment opportunities to all applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES

- Establish and manage project management operations for SDCP's Programs Team, including defining standards, processes, and best practices.
- Implement project management tools, systems, and processes to support project management functions, such as project tracking, reporting, and documentation management, between program leads and other SDCP Departments (e.g., Finance, Marketing, Power Services, Procurement, Legal, Customer Accounts).
- Foster collaboration and communication across departments and teams to support the successful implementation of customer programs.
- Develop, implement, and manage a resource planning tool for Programs staff and all support teams working on behalf of the Programs Department. Collaborate with departmental leads to allocate resources effectively to support customer program initiatives.
- Assume responsibility for the management and implementation of the existing time tracking tool (Harvest.com), including implementing processes to ensure appropriate usage to support compliance with external funding and associated reporting.
- Provide operational support to SDCP's Programs Department, including but not limited to scheduling and facilitating meetings, managing calendars, developing agendas, drafting and reviewing monthly reports and presentations (e.g., SDCP's Board of Directors and Community Advisory Committee meetings), and coordinating conference registrations/travel arrangements.
- Support Programs Department subject matter experts in the identification of external grant funding opportunities (e.g., federal, state, local) that support customer programs, assessing the eligibility criteria and alignment of grant opportunities with SDCP's objectives as identified in the Community Power Plan, and leading the prioritization and screening of opportunities.
- Lead the grant application proposal process, including developing timelines and work plans, collaborating with internal stakeholders to gather supporting data, writing grant narratives, developing detailed budgets, obtaining approvals, and ensuring timely submission and compliance with all required documents and materials. Maintain accurate records of all grant submissions, correspondence, and related documentation.
- Process and oversee the administration of awarded grants, ensuring compliance with grant terms and conditions by developing and maintaining management systems that track grant-funded activities, expenditures, and outcomes and prepare/submit timely and accurate grant reports.
- Work independently, using good judgment and initiative in carrying out assignments. Set goals and priorities and carry out multiple assignments concurrently.
- Support program team in compliance with various SDCP policies.
- Manage the coordination with cross-functional team members, external partners, and consultants/vendors to facilitate project execution, monitor progress, mitigate risks, and ensure alignment with SDCP's goals and objectives.
- Perform other related duties and responsibilities as required and assigned.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Five (5) years of project management experience (including staff resource planning and budget management) from project initiation to implementation using formal project management methodologies, tools, and processes.
- Experience working in a Project Management Office (PMO) or similar setting desired.
- Experience working in customer energy program/project management for or on behalf of a community choice aggregator, investor-owned utility, municipal utility, or third-party program administrator desired.
- Experience and comfort working in a fast-paced, fluid work environment.
- Experience developing and implementing processes in complex multi-department or matrixed organizations.
- Familiarity with San Diego regional sustainability/energy/climate action ecosystem (i.e., public agencies, nonprofits, community-based organizations) and the California utility landscape.
- Two (2) years of experience with grant proposal development and management.
- Knowledge and demonstrated understanding of the fundamentals of environmental justice and equity principles.

- Motivated, collaborative, supportive team member that is excited to work with diverse teams and communities.
- Ability to work collaboratively, strong organizational skills, and demonstrated ability to manage multiple projects concurrently.
- Ability to take and provide critical feedback in constructive ways.
- Strong communicator who can write and present compellingly and clearly.
- Strong critical thinking skills including a high tolerance for uncertainty and the ability to identify issues and propose solutions.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to comprehend and adhere to SDCP personnel policies.
- High proficiency with Microsoft Office Suite, Word, Excel, PowerPoint, and ability to use virtual meeting applications.
- Proficient in written and verbal communication (multiple languages preferred).

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

Any combination of education and experience that would provide the knowledge and abilities listed. A typical way to obtain the required qualifications would be:

A four-year degree or higher from an accredited college or university AND a minimum of seven (7) years of professional experience. Candidates should have at least five (5) years of experience in project management and be certified in project management through the Project Management Professional (PMP) certification or a comparable certification.

Candidates should have at least two (2) years of experience with grant proposal development and management.

Four (4) additional years of professional experience may be used in place of a degree. A Master's degree or higher may substitute for a total of one year of professional experience.

WORK ENVIROMENT & CONDITIONS

Prolonged periods sitting at a desk and working on a computer. The position requires occasional carrying, lifting and/or moving objects up to 15 pounds. Occasional local travel required and reliable transportation to be able to attend SDCP events, meetings, and workshops as needed is expected.

At SDCP we work in the communities we serve and in the office. SDCP works to ensure a safe and healthy workplace for employees and in our communities. SDCP requires employees to be fully vaccinated for COVID-19.

SDCP is an agency required to adopt and promulgate a Conflict-of-Interest Code ("COI"). The COI code requires employees in designated positions, including those identified under the interim disclosure process to file a Statement of Economic Interests (Form 700) on an annual basis. A Successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at the discretion of SDCP as needed

Compensation:

Salary Range: The position salary range is: \$117,800 - \$159,000; with exact compensation to be determined by SDCP, depending upon experience.

Benefits: Standard benefits package including but not limited to:

Insurance: SDCP offers group health benefits, including medical, vision, and dental insurance, for eligible FT employees. SDCP pays 100% of health group benefits, including medical, vision, and dental insurance premiums for employees and dependents. Also provided is a \$100,000 Life & AD&D policy, STD and LTD coverage that is 100% paid by SDCP.

Retirement: SDCP offers a 457(b) plan for employee contributions and contributes 10% of eligible compensation to the employee's Money Purchase Plan.

Paid Time Off: 11 holidays per year + paid winter holiday (*between 12/24-12/31*), 160 hours of accrued paid time off per year (*increases with time in service*), and 96 hours per year of accrued paid sick leave.

SAN DIEGO COMMUNITY POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AMERICAN DISABILITES ACT (ADA) EMPLOYER

How To Apply

Applicants must submit their resume, cover letter, and references using the "Apply today" functionality on our Career Opportunities webpage at:

SDCommunityPower.org/about/career-opportunities

sdcommunitypower.org