

Senior Project and Asset Coordinator (SPAC)

Position Description

November 2021

The Company

Secure Futures, LLC serves as the first mover and market leader in commercial-scale solar development in Virginia, and as the policy leader in helping to reduce barriers to distributed solar in the legislative and regulatory environments. The Company is expanding into the Carolinas and West Virginia. As a Certified B-Corp, the Company continuously seeks to promote the common good as it develops innovative customer-driven financial, contractual and service solutions.

In order to sustain its rapid growth and to solidify new partnerships, the Company is further strengthening its management team with this position.

Position Description

The Senior Project and Asset Coordinator (SPAC) serves as a team leader in continuously coordinating solar projects from inception through asset management for the Company. As a key member of the management team the SPAC reports to the Chief Operating Officer (COO) and/or other Company Officers as directed by the COO, and consults with all team members. The SPAC is responsible for helping to coordinate installation projects and asset management in accordance with the Company's strategic plan and serving the Company's core business to attract and retain Customers while serving the larger public purpose.

The SPAC role includes responsibilities and authority to help develop, support and maintain a highly functioning capability as a fast-growing enterprise in a dynamic business environment.

Without limiting the generality of the foregoing, primary responsibilities of the SPAC include:

Job brief

The Senior Project and Asset Coordinator (SPAC) will coordinate schedules, communications and commitments between the Company, our solar and roofing installation teams, and customers for the installation of commercial scale solar projects from Engineering through completion, closeout and asset management.

Responsibilities include working closely with COO and Engineering, Procurement and Contracting (EPC) partners to prepare comprehensive action plans, including resources, time frames and budgets for projects. The SPAC will perform various coordinating tasks, like schedule and risk management, along with administrative duties, like maintaining project documentation and handling financial queries. The SPAC will ensure

that all installation projects are completed on time, within budget and meet high quality standards.

SPAC will also work closely with our Operations and Maintenance (O&M) providers to monitor the performance of existing assets and ensure that all annual maintenance and repairs are completed on time, within budget and meet high quality standards.

Responsibilities:

- Coordinate project management activities, resources, equipment and information
- Work with customers to identify and define requirements, scope and objectives and ensure needs are met as projects evolve
- Coordinate tasks with internal teams and assist with schedule management
- Help prepare budgets for and with the COO
- Analyze risks and opportunities of various projects
- Oversee project procurement with COO and EPC Team
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status with all key stakeholders on a weekly basis
- Work with the COO and EPC to research solutions and eliminate blockers
- Use project management software and other tools to monitor timelines, critical paths, and budgets for various projects
- Create and maintain comprehensive project documentation in a highly organized and purposeful manner, including GANTT charts, structural and electrical engineering designs and reports, customer inquiries, team meeting notes, etc.
- Work with the Independent Engineer (I/E) to address any concerns or punch-list items generated to achieve Final Completion
- Transition to coordinate Asset Management after Final Completion
- Monitor Solar Asset production daily and troubleshoot any issues
- Oversee annual site inspections and any necessary system repairs with O&M Providers

Other

- Other duties as may be required by COO
- Work out of Staunton, VA office
- All Company employees are required to be fully vaccinated against COVID-19

Knowledge, Skills and Abilities (KSAs) required
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Knowledge and experience required

- Project management and relevant tools
- Business contracting and relevant tools
- Business communications systems and relevant tools

Skills required

1. Communication
2. Leadership
3. Self-awareness
4. Confidence
5. Resilience
6. Teamwork
7. Business acumen
8. Influencing and negotiating
9. Networking
10. Stakeholder engagement

Aptitudes required

- Flexibility and adaptability
- Inquiring mind
- High ethical standards
- Sense of humor

Compensation and Benefits

- Base salary range \$45,000 to \$60,000, commensurate with experience
- Quarterly and annual bonuses tied to performance
- Participation in Company dividends through Equivalent Economic Units
- Full health insurance benefits with no premium.
- Company matching retirement plan
- 10 PTO days + 10 paid holidays
- Telecommuting
- Flexible Fridays
- Career advancement opportunities

To Apply

- Please email transmittal letter stating your interest and experience for the position, together with your resume, to:

Maggie Davison, Chief Operating Officer at maggie@securefutures.solar