

INCLUSIVE PROSPERITY CAPITAL **SMART-E LOAN REGIONAL PROGRAM MANAGER, SOUTHWEST**

ABOUT THE ORGANIZATION

Inclusive Prosperity Capital, Inc. (IPC) is a not-for-profit investment fund working at the intersection of clean energy finance and community development. Our team is focused on connecting investment capital with mission-aligned organizations, clean energy projects, and community initiatives in traditionally underserved markets.

We believe everyone should have access to the benefits of clean energy. We can change the conversation in underinvested neighborhoods and markets, helping to deliver **Inclusive Prosperity**.

For more information about IPC, please visit us at: <https://www.inclusiveprosperitycapital.org/>

ABOUT THE OPPORTUNITY

IPC seeks a regional program manager to support the national expansion of its single-family clean energy financing program, Smart-E Loans, in the Southwest. Smart-E mobilizes the lending capacity of local lenders, a vetted contractor network, and the experience of trusted program partners to scale clean energy home upgrades in a national residential loan platform using a proven, standardized product that supports underserved borrowers.

This is a unique opportunity to lead the launch and management of Smart-E Loan programs in New Mexico, Arizona, and Texas with our partner [Inclusiv](#). The position will be focused on developing and fostering relationships with local contractors, community-based lenders, and other stakeholder groups including nonprofits and state and local governments.

An ideal candidate will enjoy helping local businesses grow, have an understanding of residential energy efficiency and/or renewable energy, and a passion for building programs.

Responsibilities include:

- Recruiting, onboarding, supporting, and managing a network of energy contractors into a residential loan program, including tracking compliance documents such as certificates of insurance and licenses.
- Onboarding new lenders onto the workflow management platform with support from program partner Inclusiv.
- Working with lender and contractor partners to manage projects through all process steps, including reviewing project information for program compliance.
- Corresponding with external stakeholders, including homeowners, contractors, and lenders, by phone and email.
- Supporting the management of the programs' online workflow management platform.
- Supporting the planning and implementation of the loan program in new markets across the Southwest.

- Creating monthly impact and grant reporting for program partners and funders.

QUALIFICATIONS

Education:

The ideal candidate will have a Bachelor's degree in a related field and a minimum of 5 years of experience working in a customer-oriented program administration role, with special consideration given to candidates with education and/or experience in the energy field.

Skills:

IPC seeks candidates that exhibit both mission alignment and professional competency in the following areas:

- Demonstrated program implementation and management experience.
- Familiarity with single family energy programs and policies in the Southwest markets. Existing relationships a plus.
- Strong interpersonal skills involving the ability to work with staff and a variety of organizations, at all levels, internally and externally.
- Strong writing skills and the ability to communicate effectively, tactfully, and courteously through oral and written communications.
- Ability to facilitate communication with contractors, lenders, and other stakeholders.
- Knowledge of and direct experience with project tracking, with particular emphasis on customer support and application processing in the clean energy or financial services sectors.
- Strong organization skills, attention to detail, and demonstrated ability to perform multiple tasks simultaneously.
- Proficient in Microsoft Office Suite, particularly Excel.
- Knowledge of customer relationship management (e.g., Salesforce) and/or workflow applications preferred but not required.
- Willingness to learn about new energy-related technologies and financial products.
- Experience with grant administration a strong plus.

Above all, an ideal candidate will be eager to learn and grow in a collaborative fast-paced team environment.

WHAT WE OFFER

- The position will be a combination of remote and on-site work in New Mexico or Arizona, with an opportunity to have a workspace at an Inclusiv member's office if needed.
- Competitive compensation package commensurate with experience and skills, ranging between \$60,000 – \$85,000
- A commitment to work-life balance with flexible, generous time-off policies (13 paid holidays, three weeks of vacation time - increasing with years of service, other personal time off, including for voting and community service).
- Generous benefits package including health insurance covering medical, dental and vision, 401K with a 6% employer match, tuition reimbursement for continuing education, and paid parental leave.

EQUAL OPPORTUNITY

IPC is an equal employment opportunity employer. We are strongly committed to fostering a diverse, welcoming, and inclusive work environment. IPC provides equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, age, present or past history of mental disability, intellectual disability, learning disability, physical disability, including but not limited to blindness, status as a veteran, or any other characteristic protected by applicable federal, state, or local laws.

IPC complies with the Americans with Disabilities Act and corresponding state or local law. If you believe you need an accommodation in order to participate in the application process, please contact careers@inclusiveteam.org.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Women, people of color, individuals with disabilities, and veterans are encouraged to apply.

APPLICATION PROCEDURE

To apply for this opportunity, please email your resume and cover letter to careers@inclusiveteam.org with "Smart-E Loan, Regional Program Manager" in the subject line.