

Project Development Associate

Overview:

Greenwood Sustainable Infrastructure (GSI) is focused on development, engineering, financing, construction and operation of solar PV and energy storage and with capacities from 1MW to 100MW in Canada, USA, and internationally.

We are seeking an organized and detailed-oriented *Project Development Associate* who is aligned with GSI's key operating philosophy of being a dedicated steward of the land, fostering long lasting relationships and supporting environmentally positive projects that benefit all stakeholders involved. This individual will be responsible for supporting the Project Development team to develop, permit, and contract a variety of solar projects in North American power markets.

This full-time permanent position will be remote based with a high degree of necessary, role-based travel along with periodic travel to both our Canadian and U.S. based offices. The position will be primarily focused in Northeast markets of the U.S. but may require some additional responsibilities in other markets across GSI.

Key Responsibilities:

Reporting to the Sr Project Developer, the daily duties include:

- Support Project Developers and Senior Project Developers, as needed, in the land acquisition, permitting, stakeholder consultation, interconnection, and overall project management of multiple solar sites in various North American markets on an as needed basis.
- Regularly update and Maintain Project Tracker tool with all relevant tasks broken down for project portfolio. Periodically provide both written and verbal reports on target completion dates, progress and flag risks (when they arise) where appropriate for any give project.
- Maintain and improve impeccably organized file structure and file naming for dozens of projects and support Development teams with ensuring that all electronic documents are filed correctly, and in a timely manner. Also set up and maintain data-rooms for access of files, when required for any external party.
- Conduct market research, analyze industry trends, and evaluate potential project sites to identify opportunities for solar development.
- Provide periodic written and phone updates to Landowners regarding scheduling of on-site consultants, Town Meetings and other items of mutual interest.
- Reach out to agencies and municipal staff to document solar ordinances and provide reports summarizing design considerations and risks, and applicability of each law.
- Support financial modeling and analysis for project feasibility assessments, including cost estimation, revenue projections, and financial incentives.



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- Coordinate project activities, schedules, and resources to ensure timely execution and compliance with project milestones and objectives.
- Assist in the preparation of proposals, bids, and presentations for project stakeholders, investors, and financing institutions.
- Attend internal and external NY Development Team meetings.
- Take meeting minute notes that summarize action items, next steps and distribute to all attendees in a timely manner.
- Learn about each utility's respective online interconnection process and provide support with the completion of each on-line interconnection application for multiple projects.
- Prepare and maintain project documentation, including contracts, permits, environmental impact statements, and other regulatory and approving agency requirements.
- Support Developers with preparing all deliverables required for project negotiations.
- Comfortable and effective both in long periods of desk work along with extended periods of travel. Able to manage necessary meetings with travel and other administrative obligations practicing strong time management skills.
- Support the building of valued relationships with County and Town staff to facilitate the timely completion and approval of all zoning/land-use variances, PILOT agreements, Host Benefit Agreements, Building Permits, and all other required permits.
- Other tasks as required.

Key Attributes:

- Degree or diploma in project management, engineering, environmental science, business or administration.
- 3+ years of experience in Project Management, Environmental Science, Engineering, Construction Management or Executive Assistance with 1 year of experience in the renewable energy industry.
- Knowledge of complete renewable energy project lifecycle, related power policies, renewable markets, technologies, and solar development risks/challenges.
- Enthusiastic and collaborative personality with effective trouble-shooting and problem-solving abilities.
- Strong verbal and written communication skills and comfortable making presentations to groups.
- Current and valid driver's license.
- Comfortable and effective both in long periods of desk work along with extended periods of travel.
- Proficiency in Microsoft Office and familiar with scheduling and CRM tools.
- Capability to work under pressure with a sense of urgency while prioritizing workload and remaining positive and co-operative.
- Ability to multi-task