

JOB POSTING: SOLAR PROJECT DEVELOPMENT ASSOCIATE

Illinois, USA

Overview:

Greenwood Sustainable Infrastructure (GSI) is focused on development, engineering, financing, construction and operation of solar PV and energy storage projects with capacities from 1MW to 100MW in Canada and USA. GSI is seeking a champion for renewable energy development in our key market state of Illinois.

We are seeking a renewable energy professional 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 GSI's Senior Solar Project Developers in advancing a portfolio of proposed Illinois Community Solar projects.

This full-time permanent position will be a work-from-home role based out of Illinois (or at a location with easy access to Illinois). The role will require a high degree of necessary, role-based travel and periodic travel to both our Canadian and NYC based offices (travel required for approximately 40% of each month).

Key Responsibilities Will Include:

- Support Project Developers and Senior Project Developers, as needed, in the land acquisition, permitting, stakeholder consultation, interconnection, and overall project management of proposed solar projects (> 1 MWac).
- Regularly update and maintain Project Tracker tools. Periodically provide both written and verbal reports on progress and flag risks where appropriate for any given project.
- Maintain and improve impeccably organized file structure ensuring all electronic documents are filed correctly and promptly. Set up and maintain data rooms.
- Provide periodic written and phone updates to Landowners regarding scheduling on-site consultants, Town Meetings, providing project updates, and other items of mutual interest.
- Contact agencies and municipal staff to confirm local permit requirements, summarize solar ordinances and provide reports summarizing design considerations, risks, and the applicability of each permit.
- Work with GSI's internal Engineering, Legal and Strategic Capital teams to coordinate project activities, schedules, and resources and ensure timely execution and compliance with project milestones and objectives.
- Coordinate external environmental and engineering consultants and manage their contracts and timing/cost of deliverables.
- Assist in the preparation of proposals, bids, and presentations for project stakeholders, investors, and financing institutions



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- Take meeting-minutes which summarize action items and next steps
- Learn about each utility's respective online interconnection process and provide support with the completion of each online interconnection application for multiple projects.
- Research, prepare and submit permit applications to various agencies and regulators
- Build valued relationships with County and Town staff to support the timely completion and approval of all zoning/land-use variances, PILOT agreements, Host Benefit Agreements, Building Permits, and all other required permits.
- Conduct market research, analyze industry trends, and evaluate potential project sites to identify opportunities for solar development.
- Other tasks as required.

Key Attributes:

- Degree or diploma in project management, engineering, environment, business or construction administration.
- 1+ years of experience in Project Management, Engineering, or Development of Renewable Energy Projects
- Knowledge of complete renewable energy project lifecycle, power policies, power market, power technologies, trends and solar development risks/challenges.
- Effective trouble-shooting and problem-solving abilities with a collaborative working style.
- Strong and positive negotiator.
- Strong verbal and written communication skills and comfortable making presentations to groups.
- Proficiency in Microsoft Office especially Xcel and Word and familiar with scheduling and CRM tools
- Capability to work under pressure with a sense of urgency while prioritizing workload.