



JOB OPPORTUNITY: BUSINESS DEVELOPMENT & LOAN OFFICER

Status: Full-time, Exempt

Location: Nevada (hybrid)

The Nevada Clean Energy Fund (NCEF) is a nonprofit organization dedicated to supporting a thriving, affordable, and accessible clean energy economy by providing financial and technical resources to Nevadans. NCEF was created in 2017 to accelerate clean energy growth in Nevada, reduce energy costs, create jobs, and meaningfully address climate change. We are in the process of significantly expanding our team, operations, and programs in 2024 and seek a Business Development & Loan Officer to help us create a material and lasting impact in Nevada's clean energy economy.

Position Summary

NCEF seeks a Business Development & Loan Officer to join in NCEF's efforts to make clean energy accessible to all Nevadans. As the Business Development & Loan Officer, you will work with NCEF's Investment and Business Development teams to implement NCEF's residential clean energy loan programs. You will be responsible for building and maintaining a pipeline of clients and contractors and steering clients through all stages of the loan initiation and closing process. Conscientious communication and diligent program management abilities will be essential for you in expanding NCEF's Residential Energy Upgrade Program (RE-UP) and Solar for All efforts.

The anticipated start date of this position is October 1, 2024, however there is a possibility for the position to start earlier or later.

Your Responsibilities

- Educate contractors, residents, and communities on NCEF's programs and resources via in-person presentations, tabling at community events, online webinars, and one-on-one meetings.
- Help generate and drive project deal flow for existing programs through various channels. This includes assisting in the development of marketing and communications strategies to reach diverse audiences.
- Identify opportunities to refine, improve, and scale existing financial programs and products and how they are delivered to the market, including RE-UP and NCEF's Solar for All programs.
- Manage contractor engagement and vetting to build a local network of qualified and skilled contractors.
- Engage with residents and work with NCEF leadership on strategic marketing to build program awareness, particularly in underserved communities.
- Regularly attend community events to talk to residents about RE-UP and clean energy opportunities.
- Assist clients/borrowers with selection of relevant clean energy measures and identification of federal and utility incentives.

- Manage client/borrower relations, loan documentation, and loan closing in collaboration with NCEF's loan service providers.
- Collect financial information and perform loan pre-qualification assessments.
- Field and respond to contractor and resident inquiries.
- Build collaborative relationships with technical assistance partners, program funders, local governments, community organizations, and other program partners.
- Prepare weekly, monthly, and annual reports.
- Regularly attend industry and community events (occasionally on weekends and evenings).
- Other tasks related to program implementation as appropriate.

Your Qualifications

- Passionate about clean energy, combating climate change, and having a positive impact on the lives of Nevadans.
- Bachelor's degree or equivalent work experience, preferably in a business- or energy- related field.
- A minimum of 1 year of experience in lending, program management, or customer service.
- Detail-oriented with strong communication abilities.
- Experience with collaborative software solutions (e.g., CRM, loan processing or financial software).
- Experience presenting to stakeholder groups.
- Experience with impact investment, community development, or clean energy.
- Proficiency in Spanish a plus.

Your Compensation & Benefits

Salary is commensurate with experience. The anticipated salary range for this position is \$60,000-\$80,000. NCEF offers a competitive compensation package that includes medical and dental benefits, a retirement fund match, and paid time off.

Equal Opportunity and Diversity, Equity & Inclusion

NCEF is committed to fostering a diverse, inclusive, and equitable work environment. This includes being intentional in our hiring practices and seeking to overcome systemic biases. If you believe that you have experience and skills that would be valuable to this role at NCEF - even if you do not meet the listed qualifications of the role - please don't hesitate to apply and we will make sure your application garners the attention it deserves.

NCEF is an equal employment opportunity employer, and provides equal employment opportunity to all candidates and employees without regard to race, color, religion, age, marital status, national origin, ancestry, sex, sexual orientation, gender identity or expression, intellectual disability, mental disability, or physical disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.

To Apply

Interested applicants should submit (1) a one-page cover letter expressing their interest and fit for the position, and (2) a CV/resume to info@nevadacef.org.

Applications will be accepted on a rolling basis until the position is filled.

About the [Nevada Clean Energy Fund \(NCEF\)](#)

NCEF is a 501(c)(3) nonprofit organization with the mission of supporting a thriving, affordable, and accessible clean energy economy by providing financial and technical resources to Nevadans. NCEF works with communities, Tribes, affordable housing developers, schools, local businesses, contractors, governments, utilities, and others to accelerate clean energy growth, reduce energy costs, create jobs, and address climate change. NCEF supports a wide range of clean energy measures, including efficiency retrofits and electrification in homes and commercial buildings, zero-emissions vehicles, and residential and community solar and energy storage projects.

NCEF was created in 2017 by state legislation as the state's "green bank," an institutional model successfully implemented in over a dozen other US states. Green banks are mission-driven institutions that use financing to accelerate the transition to clean energy, address climate change, and benefit communities.

NCEF is poised to grow significantly in the coming year due to NCEF's role in administering federal clean energy funds. NCEF already administers approximately \$10 million in federal clean energy funds and was recently selected for another \$156 million federal award.

At NCEF, we are focused on building a collaborative, equitable, respectful, impact-driven, and innovative culture that acknowledges the importance of work-life balance. We seek individuals who are critical thinkers, driven to take on big challenges, open to introspection, excited to connect with a diverse and inclusive set of stakeholders, and act with a high degree of integrity. Importantly, we seek individuals with a shared passion for clean energy, combating climate change, and having a positive impact on the lives of Nevadans.

NCEF is currently a hybrid organization that values strategic in-person collaboration. While employees can conduct the bulk of their work remotely, you should expect regular in-person meetings and working days. All NCEF's employees are located in Nevada.