



JOB OPPORTUNITY: ASSOCIATE, AFFORDABLE HOUSING

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 continuing a significant expansion of our team, operations, and programs in 2025 and seek an Associate, Affordable Housing to help us create a material and lasting impact in Nevada's clean energy economy.

Position Summary

NCEF seeks an Associate, Affordable Housing to join in NCEF's efforts to make clean energy accessible to all Nevadans. As the Associate, Affordable Housing, you will work directly with NCEF's Investment and Business Development teams to execute NCEF's multifamily affordable housing clean energy financing programs, with a particular focus on solar energy. The Associate, Affordable Housing will be responsible for working with multifamily housing projects seeking NCEF's financial assistance, engaging with clean energy contractors, and ensuring local community benefits.

The anticipated start date of this position is July 15, 2025, however there is a possibility for the position to start earlier or later.

Your Responsibilities

- Conduct outreach to and build partnerships with diverse stakeholders, including community groups, business associations, contractors or vendors, and project developers.
- Support generation of deal flow for NCEF's affordable housing program through various channels, including helping to develop marketing and communication strategies to reach diverse audiences.
- Work closely with the Managing Director of Investments and Manager, Investments to implement NCEF's investment policies and procedures, including ensuring compliance with NCEF's funding agreements.
- Assist in the design and launch of new products and programs. This will include identifying lending best practices, devising creative marketing strategies, implementing strategies for engaging and managing strategic partnerships, developing impact reporting metrics and protocols, etc.
- Assist the deployment of NCEF financial assistance through a variety of programs and financial products, including affordable loans, bridge loans, and rebates serving residential and commercial clients.
- Conduct monitoring and verification activities such as income qualification, post-investment servicing, and confirmation benefit sharing with affordable housing tenants.

- Identify opportunities to refine, improve, and scale existing financial products and programs and how they are delivered to the market.
- Conduct research and analysis on emerging market opportunities and support development of new products and programs based on identified market needs.
- Prepare weekly, monthly and annual investment-related analysis and reports.
- Regularly attend and, as appropriate, present at industry and community events.
- Other tasks related to investments and 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-related field.
- A minimum of 1 year of experience in investment, finance, or consulting.
- Detail-oriented with strong communication abilities.
- Experience with collaborative software solutions (e.g., CRM, loan processing or financial software).
- Experience and comfort with engaging and presenting to a variety of stakeholder groups.
- Familiarity with affordable housing development.

Your Desired Qualifications

- Experience with financial modeling.
- Familiarity with clean energy project development.
- Experience with impact investment or community development.

Your Compensation & Benefits

Salary is commensurate with experience. The anticipated salary range for this position is \$65,000-\$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.