



Position Description

Title: Project Associate - Development

Location: Burlington, VT

About Encore Renewable Energy

Encore is a leading integrated clean energy services company headquartered in Burlington, Vermont. We are focused on the development of commercial and industrial-scale solar PV systems, and large-scale energy storage. Since our formation in 2009, Encore has established itself as a leader in the Vermont solar market, developing nearly 80 commercial-scale solar projects. Encore is now in the process of building from this foundation and is expanding into other markets across the Northeastern U.S. and is targeting key hires to expand its team to meet strategic objectives.

Project Associate - Development

The Project Associate – Development will fill a key role in our expanding solar and energy storage development work. These activities include:

- Site evaluation;
- Project design and permitting;
- Interconnection analysis and engagement with applicable utilities; and
- Project “packaging” for sale or handoff to Encore’s construction team.

This position requires an ambitious, problem-solving professional who can add to, rather than blend in with Encore’s culture. The position will report to the Chief Development Officer, and the successful candidate will manage the responsibilities outlined below to support the firm's practice.

Encore is a dynamic, high-growth, team-oriented, entrepreneurial company. We want colleagues who are committed to a triple bottom line of people, planet, profit, and who are willing to take on responsibilities outside of their comfort zone.

Responsibilities

- Manage project development tasks for solar PV and battery storage projects in Northeastern US and other strategic markets;
- Be responsible for project schedules and budgets;
- Perform fatal flaw/feasibility assessments on new opportunities;
- Manage interconnection process in collaboration with utilities and engineers;
- Interface with local and state authorities to seek project permits and approvals;
- Support business development team as necessary (e.g. proposals for RFPs);
- Prepare progress reports as projects move through development;
- Tender RFPs for professional services;



- Manage survey, aesthetic, design, and environmental consultants (among others) in order to prepare permit applications;
- Support EPC activities as required (e.g. changes to design and/or permit amendments); and
- Perform other duties as assigned and actively engage with other departments within Encore to support team objectives and diversify individual experience.

Strong Candidates May Have

- Proficiency in Microsoft Office, Smartsheets, and willingness to learn new software;
- Keen sense for identifying risk;
- Ability to travel regionally to various sites to meet with landowners, customers, etc.;
- A strong desire to work on projects related to renewable energy development, brownfields redevelopment, and sustainability;
- Able to self-organize priorities, set and work to deadlines, often with limited direct oversight;
- Demonstrated success at building team relationships and partnerships across organizational lines; and
- A high degree of emotional intelligence;

About Working at Encore

Our team is our single greatest asset and that of which we are most proud. Encore team members share a passion for our mission – building the clean energy economy, in a responsible manner, that creates high quality jobs and enhances the communities in which our projects operate.

We invest heavily in our team – here are a few of the benefits we offer:

- Complete, high quality medical benefits that include flex time options for child and family care and extended maternity and parental leave;
- Work-life balance with flexible work schedules (remote work opportunities);
- 12 paid holidays (includes 2 floating holidays of employee's choice);
- One paid volunteer day each fiscal quarter;
- 401k profit sharing;
- Continuing education and tuition assistance.

Encore believes that an equitable and inclusive work environment, and a diverse, empowered team are key to achieving our mission. We are not looking for candidates who are “culture fits.” We are looking for candidates who can expand our culture and challenge business as usual. We strive to provide those candidates with an equitable and accessible recruitment process.



Encore provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, veteran status, or genetics. In addition to federal law requirements, Encore complies with applicable state and local laws governing nondiscrimination in employment in every location in which Encore has facilities. 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.

Please send resume to careers@encorerenewableenergy.com