



Position Description

Title: Head of Project Development

Location: Negotiable

About Encore Renewable Energy

Encore Renewable Energy is a leading integrated clean energy services company headquartered in Burlington, Vermont, focused on developing, building, owning and operating sustainable, high return community-scale solar PV systems, large scale energy storage applications and 21st century solutions for the redevelopment of underutilized property.

Encore is a dynamic, high-growth, team-oriented, entrepreneurial company. We are a group of colleagues committed to the triple bottom line of people, planet, profit, and are willing to take on responsibilities outside of our comfort zone. We hope you are too!

The Role

The Head of Project Development, reporting to the co-CEO, will fill a key role in our expanding solar and energy storage development firm and will lead the team responsible for all project development activities. These activities include site evaluation, project design, interconnection analysis and approval, all permitting related tasks for installation of facilities, and pre-construction efforts supporting team members with the management of subcontractors as necessary to complete these tasks accurately and efficiently. This results in the Head of Project Development overseeing the project management of projects from the point of site control through NTP.

Your Core Responsibilities

- Lead project development team for solar PV and battery storage projects across all Encore markets.
- Oversee project schedules and budgets.



- Provide guidance on the timing of critical project milestones and lead the team so that those deadlines are consistently met.
- Contribute to and oversee fatal flaw/feasibility assessments on new opportunities.
- Manage interconnection process in collaboration with utilities and engineers.
- Oversee engagement with local and state authorities in seeking approvals and required documentation for project permits.
- Engage and collaborate with business development team as necessary with bid submittals and proposals for requests for proposals and unsolicited opportunities.
- Review progress reports as projects move through development and construction and confirm timeline and substantive compliance.
- Support development team in their management of various contractors including survey, design, environmental, etc. to prepare permit applications and supporting documentation.
- Support development of and oversee issuance of requests for proposals for professional services, equipment procurement and installation contractors.
- Support and engage with engineering procurement and construction team as required including permitting support, meeting regulatory obligations, and addressing client/investor requests.
- Perform other duties as they arise.

Your Areas of Knowledge and Expertise

- 10+ years of development/management experience. Experience with the development of projects related to solar, battery storage, renewable energy, and brownfields redevelopment is highly advantageous.
- Strong oral and written communication skills, comfortable presenting in public settings, organized approach to workflow processes.
- Intensely committed to meeting timelines.
- Strong systems orientation with sharp focus on optimizing performance through the utilization of tools as well as the development of outstanding team members.
- Strong proficiency in or ability to quickly learn project management tools including but not limited to Smartsheets and/or other project management software, MS Office, Copper and/or other CRM platforms.



- Keen sense for identifying various risk factors as opportunities arise.
- Able to set development team priorities and deadlines, and facilitate achievement of those via management of team members.
- Possesses a high degree of emotional intelligence;
- Team player - willingness to pitch in across the organization;
- Committed to personal learning, growth and development
- Committed to Encore's values

Life at Encore

Our team is our single greatest asset and that of which we are most proud. Encore team members share a single mission – building the clean energy economy of the future 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 perks and benefits we offer:

- Complete, high quality medical benefits that include flex time options for child and family care and extended parental leave
- 100% of health-care premiums funded by Encore
- Work-life balance with flexible work schedules (remote work opportunities) and attractive paid-time off policy
- 13 paid holidays (includes 2 floating holidays of employee's choice)
- One paid volunteer day each fiscal quarter
- 401k profit sharing
- Employee equity participation program
- Continuing education and tuition assistance

Justice, Diversity, Equity, Inclusion

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, challenge business as usual, and bring their whole selves to work. We strive to provide all 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.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate.

Please send resume to careers@encore.eco