



June 2021

INCLUSIVE PROSPERITY CAPITAL (IPC)

ROLE: Buffalo Accelerator Program Director (two-year part-time contract)

## ABOUT THE OPPORTUNITY

Inclusive Prosperity Capital, Inc. (IPC) is seeking a Consultant to perform the role of Program Director for a pilot Community-Based Accelerator project that will support implementation of clean energy and resiliency in Buffalo’s community and multifamily buildings, known as the “Buffalo Accelerator.”

The Consultant will lead the development and implementation of the Accelerator, which involves designing and launching an integrated approach to implementation of energy efficiency, solar, and resiliency upgrades in underserved communities in Buffalo, NY. The program is focused on community buildings, including houses of worship, and multifamily housing. This program will integrate proven financing solutions with a successful, previously established platform that includes outreach and education for owners; technical assistance; peer-to-peer knowledge sharing; and community participation.

The overarching goal of the Accelerator is to launch a replicable, equity-focused city-level accelerator model that delivers resilient clean energy to marginalized communities by partnering with community-based organizations, supporting existing initiatives, and by filling resource gaps where needed. The Accelerator will be jointly led by IPC and the New York City Energy Efficiency Corporation (NYCEEC) with support of the Founding Program Partners, which include: LISC Western NY, PUSH Buffalo, Erie County Government, NYSERDA, and Kinetic Communities Consulting. This group will be expanded as the program is built out.

## KEY RESPONSIBILITIES

- Lead development and implementation of the Accelerator, with guidance from the Founding Partners and other key stakeholders. Functions include but are not limited to: refining the program implementation plan, prioritizing program activities, development of marketing and outreach strategies, coordination oversight of immediate implementation opportunities, and development of owner and program technical assistance resources
- Develop and cultivate partnerships with key community organizations, energy implementation contractors, financiers, and policy makers
- Manage key stakeholder groups, including the convening of an Advisory Council and Peer to Peer Network on a monthly basis
- Manage subcontracts for consultant services
- Work with the Founding Partners to manage current grant funding (metrics and reporting) and secure additional program funding

## EXPERIENCE

- A demonstrated commitment to the transition to a clean energy economy
- Familiarity with Buffalo, NY and Erie County including key organizations and stakeholders is required
- Minimum of [eight] years of relevant professional work experience required (e.g., housing and community development, urban planning, green building, community organizing, business, finance, economics, nonprofit management, public policy or communications)

## SKILLS

- Program development and management
- Demonstrated ability to develop and lead strategic partnerships with multiple organizations
- Familiarity with Buffalo markets, especially multifamily housing and faith-based sectors. Existing relationships a plus.
- Exceptional communication skills including the ability to communicate effectively, tactfully, and courteously through oral and written communications
- Strong writing skills; proven ability to effectively interpret and synthesize a variety of inputs from different stakeholders into compelling written materials
- Familiarity with the Microsoft 365 suite of programs. Familiarity with Salesforce a plus. (This will be provided along with a computer.)
- Ability to thrive in a constantly-evolving environment, and to work independently as well as collaboratively, navigating a variety of working styles and personality types
- Passion and knowledge about development of interventions at the intersections of clean energy, sustainability, housing and community development, and equity
- Understanding of community energy program development, marketing, and implementation
- Experience with grant administration a strong plus.

## PROJECT DETAILS

The Accelerator is jointly led by the Founding Partners, IPC and NYCEEC.

- The position will be hired on a contract basis by IPC and report to IPC's Director of Strategic Initiatives, while remaining coordinated with NYCEEC.
- The position is structured as a two-year contract and is funded through a grant from the Leon Lowenstein Foundation.
- The position will begin as a part-time role, with the intention that this becomes a full-time once additional funding is secured. Some evening and weekend work will be required to cultivate partnerships via community events/ programs.
- The position is based in Buffalo, NY with the ability to telecommute and work in person.

## COMPENSATION

A budget of \$100,000 has been allocated for this role, with contracted scope of work to be complete by December 31, 2022. Hourly billing against a work scope and milestones will be negotiated. This is a contract position and does not offer benefits. The budget and duration may be increased once additional funding is secured.

## EQUAL OPPORTUNITY

IPC is an equal employment opportunity employer. We are strongly committed to fostering a diverse, welcoming, and inclusive work environment. IPC provides equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, age, present or past history of mental disability, intellectual disability, learning disability, physical disability, including but not limited to blindness, status as a veteran, or any other characteristic protected by applicable federal, state, or local laws.

IPC complies with the Americans with Disabilities Act and corresponding state or local law. If you believe you need an accommodation in order to participate in the application process, please contact [careers@inclusiveteam.org](mailto:careers@inclusiveteam.org).

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.

Women, people of color, individuals with disabilities, and veterans are encouraged to apply.

## ABOUT INCLUSIVE PROSPERITY CAPITAL, INC. (IPC)

IPC is a not-for-profit investment fund thriving at the intersection of clean energy finance and community development. Our team is focused on connecting investment capital with mission-aligned organizations, clean energy projects, and community initiatives in traditionally underserved markets. IPC makes direct investments and places 3rd party capital across all tranches of the capital stack (Debt, Equity and Tax Equity), utilizing a variety of financing and ownership structures and supporting a wide array of clean energy technologies, from distributed solar and energy efficiency to utility-scale infrastructure installations. IPC is unique in its ability to capitalize products and structures, at scale, that deliver both value creation to underlying customers/offtakers and market rate risk-adjusted returns to investors, all coupled with positive economic, environmental, and social impact. We believe everyone should have access to the benefits of clean energy. We can change the conversation in underinvested neighborhoods and markets, helping to deliver Inclusive Prosperity. For more information about IPC, please visit us at: <https://www.inclusiveprosperitycapital.org/>

## ABOUT NYCEEC

The New York City Energy Efficiency Corporation (NYCEEC) is a non-profit specialty financier of projects that save energy and reduce greenhouse gases. NYCEEC's team is passionate about its mission to deliver financing solutions and advance markets for energy efficiency and clean energy in buildings. We do this

through the financing of clean energy projects in New York City and the surrounding region as well as through our programmatic work focused on (1) partnering with government entities, other nongovernmental organizations, and private sector lenders, and (2) advancing the field of clean energy finance more broadly. For more information: [www.nyceec.com](http://www.nyceec.com).

#### **APPLICATION PROCEDURE**

To apply for this opportunity, please email a cover letter describing how you envision approaching this role, why you are well suited, and your resume to [careers@inclusiveteam.org](mailto:careers@inclusiveteam.org) with “Program Director, Buffalo Accelerator” in the subject line. Submission deadline is COB Monday July 12<sup>th</sup>, 2021.