

INCLUSIVE PROSPERITY CAPITAL ASSOCIATE, RESIDENTIAL FINANCING PROGRAMS

ABOUT THE ORGANIZATION

Inclusive Prosperity Capital, Inc. is a not-for-profit investment fund working 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.

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 THE OPPORTUNITY

IPC seeks an Associate to support the national expansion of its single-family clean energy financing programs. A qualified candidate will support the team's management of new and existing programs around the country, including interaction with homeowners, energy contractors, lenders, and other program partners.

Responsibilities include:

- Onboarding, supporting, and managing a network of energy contractors, including tracking compliance documents such as certificates of insurance and licenses
- Working with lender and contractor partners to manage projects through all process steps, including reviewing project information for program compliance
- Corresponding with external stakeholders, including homeowners, contractors, and lenders, by phone and email
- Supporting the management of the programs' online workflow tool
- Supporting the implementation of financing programs in new markets across the country

This is a unique opportunity to learn and grow in a mission-oriented organization, and as such successful candidates will be expected to apply an "all hands" approach.

QUALIFICATIONS

Education:

The ideal candidate will have a Bachelor's degree in a related field or a minimum of 3 years' experience working in a customer service role, with special consideration given to candidates with education and/or experience in the energy field.

Skills:

IPC seeks candidates that exhibit both mission alignment and professional competency in the following areas:

- Strong interpersonal skills involving the ability to work with management and a variety of other parties, at all levels, internally and externally.
- Strong writing skills and the ability to communicate effectively, tactfully, and courteously through oral and written communications.
- Ability to facilitate communication with contractors, lenders, and other stakeholders.
- Knowledge of and direct experience with project tracking, with particular emphasis on customer support and application processing in the clean energy or financial services sectors.
- Strong organization skills, attention to detail, and demonstrated ability to perform multiple tasks simultaneously.
- Proficient in the Microsoft Office Suite, particularly Excel.
- Knowledge of customer relationship management (e.g., Salesforce) and/or workflow applications preferred but not required.
- Willingness to learn about energy-related technologies and financial products.

Above all, an ideal candidate will be eager to learn and grow in a collaborative fast-paced team environment.

WHAT WE OFFER

- The position will be a combination of remote and on-site work in our Hartford, CT office.
- Competitive compensation package commensurate with experience and skills, ranging between \$55,000 – \$65,000
- A commitment to work-life balance with flexible, generous time-off policies (13 paid holidays, three weeks of vacation time - increasing with years of service, other personal time off, including for voting and community service).
- Generous benefits package including health insurance covering medical, dental and vision, 401K with a 6% employer match, tuition reimbursement for continuing education, and paid parental leave.

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.

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.

APPLICATION PROCEDURE

To apply for this opportunity, please email your resume and cover letter to careers@inclusiveteam.org with “Associate, Residential Financing Programs” in the subject line.