Solar Program Manager

SunBug Solar is a leading solar energy provider, headquartered in Arlington, MA, with over a decade of experience delivering high-quality craftsmanship and outstanding customer service to businesses, residents, and non-profits throughout the Northeast. We are driven by a commitment to building a healthier energy system, creating a great place to work for our employees, and giving back to the communities we serve.

Position Overview

SunBug Solar is looking for a high impact individual to lead our growing efforts in implementing portfolios of renewable energy projects for our developing partner network. The successful candidate must be comfortable addressing the needs of a wide and varied stakeholder group. The solar program manager will engage with new and existing clients to onboard new programs, and see that program contracts are executed successfully, efficiently, and to specification in an organized fashion. The ideal candidate will demonstrate initiative, possess excellent communications skills, and be detail oriented. This full-time role is based at our Arlington office.

Primary Responsibilities:

- Ensure projects and programs are effectively managed from pre-contract through completion
- Conduct site feasibility surveys, including roof measurement, structural assessment, electrical equipment layout, and system design
- Prepare projects to be built including staging special equipment and materials, acquiring all necessary permitting, and conducting any necessary sub-contractor hiring
- Effectively communicate with all project stakeholders including clients, program partners, financiers, town and utility officials, contractors and coworkers
- Facilitate a best in class stakeholder experience
- Respond to issues that arise in a professional and timely manner
- Leverage SunBug’s internal systems to capture relevant project data and to drive best practices, lessons learned and efficiencies across multiple teams and projects
- Assist in the evaluation of budget-to-actual financials on a project and program basis and implement strategies to improve safety, quality, profitability, and fun.

Qualifications:

- Three years of project or program management experience in a fast-paced high-volume setting, preferably in solar
- Strong organizational capacity, with the ability to address multiple projects simultaneously
- Familiarity with construction plans and schematics
• Working knowledge of the structure of buildings
• Working knowledge of electrical systems
• Critical thinker and problem solver
• Strong attention to detail with a desire for continuous improvement
• Excellent verbal and written communication skills
• Construction Supervisor’s License, Electrical License, or NABCEP certification a plus

The successful candidate will be:

• A collaborative team player
• Extremely responsive to internal and external stakeholders
• Passionate about delivering outstanding customer service both internally and externally
• A quick learner with a highly effective communications style based on exceptional levels of integrity, professionalism, optimism and energy
• An innovative systems thinker who is able to contribute to an inclusive, collaborative working environment

Job Type: Full-time

Benefits:

• An exceptional working environment
• Health insurance
• 401(k) program with company matching
• Paid time off
• Professional development assistance