



# Sustainable Development Manager

## *Position Description*

### ORGANIZATIONAL BACKGROUND

National Housing Trust (NHT) is a national nonprofit engaged in affordable housing policy, advocacy, lending, real estate development and energy solutions. Our mission is to protect, produce, and preserve affordable multifamily homes that allow families to thrive.

The ideal applicant thrives in a fast-paced environment, working with dedicated and entrepreneurial colleagues. NHT has a staff of 30 across its four business lines – public policy, lending, real estate development, and energy solutions.

The Sustainable Development Manager coordinates the Energy Solutions team under the direction of CEO of NHT. The Energy Solutions team is committed to promoting energy efficiency and sustainability for low-income residents across the country. NHT's unique approach to energy efficiency includes policy advocacy, green lending, renewable energy, and sustainable development. In combination, these strategies result in healthier places for low-income residents to live, reduced operational costs, resident savings, and a cleaner environment. NHT has developed eight solar projects in Washington, DC, California, and Colorado, totaling 8 Megawatts of power and has another three projects under development totaling 2.8 Megawatts in Washington, D.C., New Jersey, New York, Connecticut, Pennsylvania, and Massachusetts.

### POSITION

The Sustainable Development Manager is an exciting opportunity at the cross section of energy and affordable housing. Initially, it will be the SDM's responsibility to project manage NHT's current pipeline of portfolio-scale solar development on top of affordable housing while also working with the CEO to build a pipeline of renewable energy projects.

It is anticipated the SDM will play a central role in crafting NHT's newly formed Energy Solutions team's strategy. Especially as it relates to ensuring that marginalized people in under-invested communities – particularly communities of Black, indigenous, and people of color– equitably benefit from the health, economic, and environmental advantages of energy-efficient and sustainable affordable housing.

### RESPONSIBILITIES

#### **Solar Business Development and Project Management**

- Provide comprehensive project management from development through construction completion for NHT's solar projects to secure on-time delivery

- Project feasibility analysis for NHT's solar pipeline, including solar system sizing, design & site selection
- With support of NHT's President and CEO source new solar development projects and maintain a pipeline of potential new projects
- In consultation with legal counsel, negotiate legal agreements with partners, contractors, and funders
- Source all debt, equity, and grants necessary to finance projects
- Manage investor and lender expectations and ensure on-time delivery
- Build and maintain financial models
- Maintain organized project records and share with asset management and financing/accounting team as needed
- Track, report, and approve project expenses
- Serve as the primary decision-maker for all project partners and vendors
- Manage the subscription acquisition process for community solar projects
- Transition completed projects to asset management
- Apply for and administer grants to support solar projects
- Establish and/or maintain professional networking relationships with industry trade groups and others to advance NHT brand and mission
- Negotiate business partnership terms for Solar development projects
- Serve at the main point of contact for sustainability business partnerships
- Maintain accurate records projecting developer fees and cash flows

### **Strategy Development and Management**

- Manage business line outcomes and pipeline projects including key reporting metrics
- Coordinate regular knowledge sharing between NHT staff working on sustainability related work from the policy, lending, asset management and real estate development teams.
- Coordinate development of Energy Solutions Team's implementation of NHT's strategic plan
- Develop business plan and strategy for NHT's future sustainability work, balancing current focus on solar with new opportunities
- Identify and pursue new sustainability and resilience business opportunities and partnerships

### **DOES THIS SOUND LIKE YOU?**

This is an extraordinary opportunity for a committed leader. Candidates will ideally have experience in nonprofit affordable housing and/or renewable energy. Other qualifications include:

- Prior experience working in affordable housing, energy efficiency, and/or renewable energy;
- Commitment to NHT's mission, including a deep dedication to assisting families create and access opportunities to thrive;
- Prior experience project managing multiple projects at once
- Excellent problem-solving skills

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- Experience working with energy efficiency and solar technology
  - Demonstrated background in the sustainability/environmental field
  - Strong computer aptitude skills, including knowledge of Microsoft Office Suite Programs;
  - Detail-oriented, entrepreneurial self-starter who relishes multitasking;
  - Excellent interpersonal, organizational and communications skills, including both verbal and written skills;
  - Excellent planning and organization skills;
  - Ability to integrate thoroughness and attention to details with a big picture, strategic vision.
  - Resourcefulness, with the ability to deliver results in an entrepreneurial, dynamic environment;
  - Experience working with diverse and low-income populations;
  - Collaborative spirit and positive attitude.

## COMPENSATION

Salary and benefits are competitive and commensurate with experience.

## JOIN US

Submit resume and cover letter to [hr@nhtinc.org](mailto:hr@nhtinc.org). Please write "Sustainable Development Manager Application" in the subject line of the email. No phone calls.

NHT is an equal opportunity employer.