



## Energy Coordinating Agency

106 W. Clearfield Street, Philadelphia, PA 19133

(215) 609-1000 - [www.ecasavesenergy.org](http://www.ecasavesenergy.org)

### Position Description

Grants Manager

February 2023

### Organizational Overview

The Energy Coordinating Agency (ECA) was founded in 1984 by a group of public and private sector leaders to create lasting solutions to the energy problems of low-income families. The energy and poverty crisis in Philadelphia was characterized by a dramatic rise in utility service terminations, underutilization of the federal bill payment assistance program, a lack of coordination of services and high levels of distrust for local utilities and government. To coordinate available energy services and to build capacity at the grassroots level, ECA established a resilient, citywide network of what is now 16 Neighborhood Energy Centers (NECs), each of which serves as a one-stop shop for low-income energy services including bill payment assistance through the Federally-funded LIHEAP program and other assistance programs, housing and budget counseling, and energy education through DIY home energy workshops.

Each year, through our Weatherization and Heater Hotline programs, ECA delivers the following services to low-income families: installs energy conservation measures in 800 homes in Philadelphia and Delaware; repairs or replaces 5,000 home heating systems; and in 2022 replaced 200 water heaters.

To support Philadelphia's clean energy industry, ECA opened the Knight Green Jobs Training Center in fall of 2009. To train to industry standards, ECA has consistently aligned our instruction to national standards and requirements. Each year, through ECA's Knight Green Jobs Training Center, ECA trains and credentials over 200 men and women, including high school youth, whose diversity reflects the city we serve, for high demand, clean energy careers. These include: Green Renovation and Retrofit, Gas Mechanic, BPI Building Energy Analyst, Residential and Commercial HVAC (including Heat Pump), EPA Lead Safety and Renovation, Repair, and Painting, OSHA 10 and 40, and Brownfield Remediation. ECA's training programs are nationally accredited by the Interstate Renewable Energy Council (IREC) and certified by the Building Performance Institute (BPI). ECA is also an accredited Lead Training Center for the U.S. Environmental Protection Agency.

### Position Summary

The Grants Manager has oversight of grants and contracts supporting the Energy Coordinating Agency Core Programs. The Grants Manager will develop a system for grants and contracts across the four programs, collaborate with program directors on executing and managing funds, and work with Business Development Team members to fulfill these areas of the Grants and Contracts work scope:

1. Research, Identify, and Prioritize funding sources and opportunities
  - a. Public dollars as Awardee and Sub awardee in competitive and formula grants and contracts
  - b. Private grants and awards
  - c. New opportunities, and renewing grants and contracts
2. Manage database and calendar
  - a. Prospective, new, and renewing grants and contracts



## Energy Coordinating Agency

106 W. Clearfield Street, Philadelphia, PA 19133

(215) 609-1000 - [www.ecasavesenergy.org](http://www.ecasavesenergy.org)

- b. Align awards with training programs
- c. Establish timelines, deadlines, and milestones according to grant requirements
3. Writing and Submission
  - a. Develop proposal templates for each of the core programs across Philadelphia and Delaware
  - b. Develop protocols for public grants and contracts, including Standard Operating Procedures, and Check Lists
  - c. Prepare proposals with all requirements for submission
4. Reporting and Compliance
  - a. Set compliance standards for Training programs under grants and contracts, and communicate with staff, partners, and vendors
  - b. Develop and coordinate reporting calendar
  - c. Per requirements of grants and contracts, schedule, prepare, and submit reports

Hours and Location: 40 hours per week, in-person preferred, with hybrid options

Employee Classification: Full Time, Exempt

Reports to: Director of Business Development

Offer: Competitive salary, full health benefits, Paid Time Off, participation in 403(b) Plan

### Position Qualifications

- Bachelor's degree, or minimum five years' work experience. Course and/or on-the-job experience in Writing, Communications, English, Sustainability, Media Studies, or related disciplines helpful
- Two years of experience in technical writing for fund development, preferably in the energy industry
- Working knowledge of fund development in the Low to Moderate Income Residential Energy Efficiency field
- Excellent written and verbal communication skills
- Experience with Salesforce or related database
- Excellent research skills
- Interacts easily with all levels of staff
- Able to problem solve, collaborate, and fulfill responsibilities with minimal supervision
- Effective team player

*Interested qualifying candidates: send your resume and cover letter to [ruthb@ecasys.org](mailto:ruthb@ecasys.org).*