



**Maryland**  
Energy  
Administration

**Wes Moore, Governor**  
**Aruna Miller, Lt. Governor**  
**Paul G. Pinsky, Director**

## **ENERGY PROGRAM MANAGER - FINANCING FOCUS**

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. Through the Strategic Energy Investment Fund, the Maryland Renewable Energy Portfolio Standard, Greenhouse Emission Reduction Act, and the Climate Solutions Now Act you will have an opportunity to work on the cutting edge of shaping and implementing Maryland's environmental and clean energy policies. The mission of the MEA is to promote clean, affordable, reliable energy and energy-related greenhouse gas emission reductions to benefit Marylanders in a just and equitable manner. MEA will advance impactful energy policies and programs to help achieve Maryland's clean energy and greenhouse gas reduction goals.

### **Position Responsibilities:**

This position will be instrumental to developing and administering programs and initiatives that deploy clean energy, energy efficiency and other efforts across the state. Specifically, the successful candidate will lead a specialized area of the agency's efforts to oversee MEA's Jane E. Lawton (JELLP) financing program. This position will also coordinate efforts to expand energy capital availability with stakeholders such as green banks and financing authorities emerging across the state. In addition, the successful candidate will coordinate with federal programs with the overall intent of expanding the amount of public and private capital to advance clean energy and climate priorities. The successful candidate should bring passion for clean energy and climate change mitigation efforts along with an eye towards innovation and engagement of community stakeholders.

Additional responsibilities include the following:

- Administering the JELLP or other programs as designated, marshaling the expertise of professionals across the agency relevant to the specific needs of applicants.
- Administering programs funded by the Inflation Reduction Act (IRA) and Infrastructure Investment and Jobs Act (IIJA) related to clean energy programs.
- Reviewing program applications for feasibility, clean energy & decarbonization benefits and financial soundness.

- Coordinating with MEA technical and financial analysis partners and contractors to review loan and grant applications.
- Evaluating new financing program opportunities, developing program plans and proposals for future program development.
- Drafting loan agreements, grant agreements, project summaries, promissory notes and other documents necessary to issue financing or grants.
- Promoting MEA programs assigned to the program manager's portfolio
- Working with MEA legal counsel to ensure legal sufficiency of documents, programmatic requirements, loan & grant agreements and to determine appropriate levels of Borrower securitization.
- Coordinating with MEA's Finance Division to manage loan awards already issued, including monitoring borrower progress, repayment and closing out agreements when work is complete.
- Performing compliance-related activities, including on-site financial and performance audits of loan applicants and grant recipients, as needed.
- Participating in energy related workgroups on behalf of MEA.
- Representing MEA and its programs at state, local or professional gatherings, as needed.
- Staying informed regarding current local, state, regional, and international energy policy developments and market conditions that may directly or indirectly affect Maryland markets, businesses, and consumers.
- Managing other energy and energy infrastructure programs as directed
- Other duties as assigned.

### **Minimum Qualifications:**

- Bachelor's degree in finance, economics, business administration, engineering or a related field.
- Minimum of four (4) years of relevant professional experience.
- Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year to year basis for the required education and experience.
- Highly relevant work specific to the areas of performance for this position may be considered as a substitute for educational experience on a case-by-case basis.

### **Preferred Qualifications:**

- At least two (2) years experience in a financial role or a program manager role involving financial functions, such as but not limited to banking, loan document administration, grant administration.
- Project management experience, including establishing and communicating milestones, directing staff and meeting deadlines.

- Previous work interpreting and auditing contracts for vendors/subcontractors.
- Previous financial reporting experience and use of Salesforce and Microsoft Office, especially Microsoft Excel.
- Past experience performing risk assessments, auditing or actuarial activities.
- Knowledge and experience with financial audits
- Strong verbal and written communication skills.
- Experience and comfort with meeting and interacting with senior business and government officials.
- Demonstrated ability to interface with the general public as well as State and local elected officials, as needed.

**Bonus Qualifications:**

- Experience with energy related financing programs.
- Experience implementing energy grant programs and administering programs and initiatives resulting from federal funds, including ensuring compliance with federal requirements.

**To Apply:**

Send a cover letter, resume, writing sample, and salary requirements by email with “Energy Program Manager- Financing” in the subject line to [Jobs.MEA@maryland.gov](mailto:Jobs.MEA@maryland.gov). Candidates will receive notification of receipt; however, only the top candidates will be invited to interview for the position.

**Salary:**

This is a State contractual employee position and does not accrue full benefits. Salary commensurate with experience in the range of \$73,787 to \$118,953 annually.