



CLEAN ENERGY ASSOCIATES, LLC

HUMAN RESOURCES DEPARTMENT | OPEN POSITION FORM

The Position Summary:

Company: Clean Energy Associates Limited
Department: Business Development
Position: Business Development Director
Region: US
Location: Northeast/MidAtlantic
Reports to: Thomas Feiler
Supports: Business Development & Sales

About Clean Energy Associates

CLEAN ENERGY ASSOCIATES (CEA) provides technical due diligence and engineering services for solar and storage clients around the globe who are financial institutions, project developers, EPCs, IPPs, and PV power plant owners.

CORE VALUES

We are excited to be working in the solar industry and seek your active involvement in building and strengthening our values into your daily life in your professional endeavors. As a team, our core values differentiate us from our competitors and align our interests as a company, so we encourage all employees to practice and celebrate our values.

- We Are Family
Have Fun
Unending Curiosity
Be Humble
Do the Right Thing
Results Matter
Own It
Perform Above and Beyond

To learn more about CEA, please visit [www.cleanenergyassociates.com](http://www.cleanenergyassociates.com)

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### Job Description:

As Director of Business Development, US, your **primary duties** will be the following:

1. Support execution of CEA's US development initiatives
2. Develop and implement US plans for strategic business development in line with CEA profit objectives
3. Direct the allocation of resources for the acquisition of new business in new markets and the disposition of existing businesses
4. Close additional business with new and existing clients and manage project engagements that results in on-going, retainer work for CEA
5. Undertake high level sales and business activities to maximize CEA exposure within the US
6. Initiate and expand relationships with both international and US banks and investors funding large scale solar projects in the US
7. Develop strategies for establishing long-term partnerships with clients and for ensuring client satisfaction
8. Develop working relationships with new industry partners such as e.g. testing labs or other advisory firms who cooperate with CEA
9. Participate in industry tradeshows and seminars through participation and speaking engagements
10. Oversee deal negotiations, contract development, due diligence, and other business development or alliance development projects
11. Coordinate with a dynamic team of quality assurance engineers, solar industry professionals, and commercial team members in North America, Asia, Europe and South America along with external partners to execute project engagements
12. Provide leadership, guidance and oversight to CEA team members, including creation of project plans, tracking and management of project schedules, and development of project deliverables
13. Collaborate and cultivate relationships with external partners and industry insiders
14. Represent CEA at high level client facing meetings and other engagements, and manage communications among clients, employees and project stakeholders
15. Actively participate in as well as supervise the drafting of project deliverables and follow-up materials and reports
16. Support all aspects of final stage business development and deal execution

### Qualifications/Requirements:

1. Bachelor's Degree; background in engineering / technical / business administration is preferred.
2. 5+ years of professional experience
  - o Passion for renewable energy
  - o Demonstrated progressive work responsibilities
  - o Technical knowledge and at least one engineering degree is a plus
  - o Knowledge of modules, inverters, racking and if possible other balance of system components in the solar industry as well as battery storage
  - o Preferred, but not required work experience in the following:
    - Industry: other energy sectors, semiconductor and chemicals, battery storage
    - Geography: US-based with some travel internationally
3. Project management experience in a consulting, market research or services based business

4. Strong interpersonal skills and experience in working with and managing interdisciplinary teams of colleagues and external parties
5. Skilled in multitasking and concurrently managing multiple projects
6. Direct renewable energy industry (and especially solar) work experience is a plus
7. Fluent in English, knowledge of other languages is a plus
8. Excellent writing and communication skills
9. Flexibility to travel and openness to work with other nationalities
10. Ability to work independently, under pressure and amidst uncertainty
11. Result-oriented, reliable and attention to detail work ethic
12. Proficient with MS PowerPoint, Excel and Word
13. Knowledge of Salesforce or any other CRM software

**CEA values taking ownership of the work and perform above and beyond, as such, we're seeking a candidate with the following traits:**

1. Ability to absorb information quickly
2. Detail Oriented
3. Organized
4. Patient
5. Flexible
6. Perpetual Optimist
7. Outstanding professional oral and written communication skills, including writing, editing and proofreading
8. Exceptional time management and project execution skills
9. Excellent interpersonal skills and comfortable interacting with personnel of all levels

**Desired Start Date:** Immediately

**Compensation:** Based on experience

***Interested parties please send a cover letter and resume to [hr@CEA3.com](mailto:hr@CEA3.com) with the subject line: 'APPLICATION: Business Development Director Candidate.'***