



New Energy Nexus – Grants Administration Associate

The Organization

New Energy Nexus is an international organization that supports clean energy entrepreneurs with funds, accelerators and networks. We started in California and have expanded operations into China, India, Southeast Asia, and East Africa. Our mission is to support diverse entrepreneurs to drive innovation and build equity in the global clean energy economy. Our goal is to support 100,000 startups to succeed by 2030 – a decisive decade in our collective struggle with climate change. With our network, we directly boost hundreds of entrepreneurs annually while uplifting thousands more. Since 2004, New Energy Nexus (up until recently known as California Clean Energy Fund) has leveraged \$1.5 billion in investment, invested in over 100 clean energy enterprises, and launched industry leading centers for solution collaboration.

Learn more at www.newenergynexus.com.

The Opportunity

We are looking for a **Grants Administration Associate** to carry out administration, tracking and reporting requirements for the New Energy Nexus' California programs. Through our \$24MM CalSEED program we will fund an additional 50 entrepreneurs across the state to round out our target of 100 entrepreneurs by 2023. Our support offering will be enhanced by the addition of the CalTestBed initiative, an \$11MM program providing clean energy entrepreneurs with access to testing and certification facilities to refine their technology prototypes. We are building this program in partnership with the UC Office of the President and the Los Angeles Cleantech Incubator. The person in this role will help support the Grants Compliance Manager in safeguarding the compliance function within the organization to assure sound due-diligence practices and procedures. Responsibilities include, providing administrative compliance support, overseeing the release of funds for awarded grants and monitoring active grants to ensure the adequate reporting and appropriate usage of state issued funds are being met. The Grants Administration Associate also produces standard and ad hoc reports about the organization's grant making for organizational-wide use. This position also periodically includes special projects relating to other aspects of the organization's work such as preparing information for donors and peer organizations within the CA ecosystem.



The Ideal Candidate

We are looking for an individual who is a fast learner, self-motivated, solution oriented, tech-savvy and can work with many different individuals while juggling priorities. If you have a skill-set in multi-tasking, organization, strategic thinking and making “it” happen with ease, this position may be for you! This job is located in Oakland, CA. Relocation assistance is not available.

Key Responsibilities:

Grant Compliance

- Provides administration support in, tracking and reporting throughout the grant life cycle. This includes database management of pre/post-award processing, contracting, tracking payments, reviewing and producing relevant reports.
- Ensures all required reporting is accurate, complete and is compliant with contract requirements.
- Establishes and manages contracting, funding and payment reporting requirements and procedures with CalSEED awardees.
- Assists in coordination of program logistics including the award processes, events and entrepreneur training sessions.

Grant Administration

- Provides support with the grant payment process for awarded grants, including informing and communicating with grantees about contract and payment procedures.
- Monitoring grantee progress reports and final reports.
- Ensure that appropriate grant data is provided and collected for meeting reporting deliverables to the California Energy Commission.
- Contributing to the creation of thoughtful policies to produce and improve internal processes.
- Preparing reports and gathering information related to the California Programs for internal and external use.
- Representing the California Program team in a positive way within the organization, and in interactions with individuals and organizations external to New Energy Nexus.

Reporting/Financial

- Contributes to impact analysis and results reporting for internal and external audiences.
- Informs accounting staff of changes related to CalSEED awardee contracts and billing information.
Contributes to timely and accurate analysis on budget/spend, performance, impact analysis and other pre-determined reporting requirements.



ORGANIZATIONAL RELATIONSHIPS

Internal Relationships

- The Grants Administration Associate reports to the Grants Compliance Manager. This position works as the primary liaison between the CA Programs team, Finance, and Development teams

External Relationships

- The Grants Administration Associate will have regular interaction with CalSEED grantees via email, phone and in person.
- The Grants Administration Associate will participate in New Energy Nexus Board meetings and outside networks as required.

Qualifications

Specific Skills Required

- Bachelors Degree with a minimum of 2-4 years of work experience;
- At least three years of experience serving in a process administration/compliance or similar role;
- Strong database management experience;
- Passion for process development and management;
- Strong attention to detail and project management skills;
- Strong analytical skills, particularly with financial data and budgets;
- Collaborative work style;

Interest in clean energy, environment and/or sustainable/socially responsible business

Valued qualifications

- Strong database management experience
- Serve as an active participant within the organization, contributing to the culture, planning, and implementation of organization initiatives.

How to Apply:

New Energy Nexus values and celebrates diversity among our employees and in our movement and knows that's the way we're going to win big. We are an Equal Opportunity Employer -- all qualified applicants will receive consideration without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, family/marital status or veteran status. All qualified candidates are encouraged to apply as soon as possible. We will compensate competitively and have good benefits and a supportive culture. To be considered, please submit your resume and a cover letter expressing your passion for the mission and why you're right for the role. Please submit your application to sarah.chester@newenergy-nexus.com with the subject line email of the application in the following format

New Energy Nexus Grants Administration Associate [First Name] [Last Name].

Applications will be accepted on a rolling basis. Short-listed candidates will be contacted for interviews.