



Grant Writer and Operations Manager

Who We Are

The Clean Fight is a not-for-profit business accelerator working to significantly speed the growth of the inclusive clean energy economy of New York State, and beyond. Our goal is to help fulfill the necessarily aggressive climate targets enacted by the City and State, by creating an 'accelerator of excellence' focused on scaling the best growth-stage clean energy companies from around the world. We achieve this by assisting with corporate partnerships, tailored technical support, and providing non-dilutive grants up to \$500k per qualifying company looking to grow in New York.

We are funded by the New York State Energy Research and Development Authority (NYSERDA), a public benefit corporation advancing clean, resilient, and affordable energy solutions for New Yorkers. We are a chapter of New Energy Nexus, an international non-profit organization that strives to achieve a 100% clean energy economy for 100% of the population in the shortest time possible by supporting diverse clean energy entrepreneurs with funds, accelerators, and networks. New Energy Nexus started operates programs in the US, China, India, Southeast Asia, and East Africa.

About the Role

The Grant Writer and Operations Manager will regularly review the public and private grant funding landscape for relevant opportunities and develop proposals in line with The Clean Fight's strategic vision. This person will also define and run the broader processes required for grants development and administration, including tracking and reporting, and safeguard the compliance function within the organization to assure sound information capture, practices and procedures.

While the majority of this person's time will focus on grant writing and administration, they will also help shape and manage The Clean Fight's broader operations infrastructure, including contract and grants management systems and other back office functions as needed.

This role reports to the Managing Director and may have direct reports down the road but will not have any initially. We compensate competitively and offer high quality medical, dental, and vision benefits. Our office is located in the heart of the Brooklyn Navy Yard, an innovative hub for entrepreneurs and creators. Unfortunately relocation assistance is not available.

The Ideal Candidate

We are looking for someone whose passion is writing but who is also a structured thinker drawn to process design & operational excellence. This candidate would have experience in grant

development and administration, in clean energy/sustainable business, and thrive in an early stage environment by being a fast learner, self-motivated, solution-oriented, tech-savvy, and able to prioritize and multitask.

Key Responsibilities

- Regularly review the public and private grant funding landscape for opportunities consistent with The Clean Fight's strategic vision and goals
- Oversee grant proposal development, including writing and managing submissions
- Stay up-to-date on best practices and other learnings related to clean energy innovation
- Contribute to the creation and evolution of The Clean Fight's strategy and vision
- Oversee activities related to grants management and compliance (e.g. contracting, data collection, reporting)
- Help manage contracts for all vendors, including service providers and other stakeholders
- When The Clean Fight's deploys its own grants to companies in its cohort, along with the accounting team help manage the grants deployment process and grantees' reporting throughout the grant lifecycle (e.g. database management, contracting, tracking payments, and reviewing and producing relevant reports)
- Support additional back office functions as needed, including managing database and CRM systems, IT, sourcing, onboarding and facilities management
- Develop thoughtful policies to produce and improve internal processes

Qualifications

- Bachelor's Degree+ with significant work experience (min. 7 yrs), including leading grants development with public and private funders
- Exceptionally strong writing skills
- Experience in clean energy, ideally with an understanding of goals, needs, and trends in the innovation sector
- Experience in compliance, finance, contracts, or similar
- Experience working in non-profit organizations and/or with business accelerators
- Experience working in a fast-paced, early stage, entrepreneurial environment, in a role that required prioritizing competing demands
- Skilled at process development and management
- Strong attention to detail and project management skills
- Collaborative work style and ability to achieve goals in a lean work environment with urgency and a solutions focus

How to Apply

We celebrate diversity among our employees and in our movement. 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. **To be considered, please submit your resume and a cover to apply@thecleanfight.com with subject line: Grants and Operations Manager [First Name] [Last Name].** Applications will be accepted on a rolling basis. Short-listed candidates will be contacted for interviews.