



POSITION: Associate – Client Operations

LOCATION: Boulder, CO (Remote work optional)

**JOB DESCRIPTION:** The Client Operations Associate will be responsible for supporting the Client Operations Team as a project manager and dealmaker for client solar and storage opportunities. The Client Operations Associate will work closely with senior members of the Client Operations team and with clients to ensure successful project identification, procurement, development and execution. Key Responsibilities:

1. Interfaces and coordinates with a results-driven multi-disciplinary team of internal and external parties to ensure the viability of identified projects through analysis and project management;
2. Helps to run the RFP process in collaboration with the team to effectively identify and recommend channel partners to the client, and to define the commercial terms of each project;
3. Creates work products including property site decks and RFP results recommendations
4. Manages multiple live deals simultaneously, while developing and assessing others;
5. Develops and manages internal and external networks/relationships with existing clients, industry contacts, and channel partners;
6. Works closely with clients to understand and manage substantive issues around financial, legal, energy and operational aspects of solar or other energy projects;
7. Manages relationships with energy/facility/property managers
8. Fosters an environment that delivers best-in-class service and superior results to clients;
9. Closely follows industry trends and competitor activities, including regulatory/ financial incentives, power pricing and structured financing transactions;
10. Enters and updates relevant project and client data within Black Bear's internal database systems
11. All other duties that may be assigned.

**REQUIREMENTS:**

- 2-5 years relevant experience preferred, but will consider entry level with relevant internships
- Must be passionate about the renewable energy/sustainability industry
- Willingness to travel, as needed (currently Black Bear employees do not travel)
- Strong prioritization and organizational skills; the ability to quickly learn new tasks
- Excellent written and verbal communication skills, as well as interpersonal skills
- Must have an entrepreneurial attitude and a diplomatic approach

**OTHER RECOMMENDED SKILLS AND EXPERIENCE:**

- Experience working with corporate clients
- Knowledge of or experience in solar PV, energy efficiency, energy storage, or power projects in US; knowledge of the renewable energy power market and its dynamics;

Please send resume and cover letter to [careers@blackbearenergy.com](mailto:careers@blackbearenergy.com)