

# OPTIMIZE RENEWABLES™

## Creating A New Balance of Power

### JOB DESCRIPTION

#### Position: Senior Grant Writer

##### A. Overview

Optimize Renewables LLC is an exciting, fast-growing company that plans, develops, designs and delivers microgrids and other integrated renewable energy projects to deliver the “right mix of energy solutions” for commercial and industrial clients, municipalities, universities, schools, and hospitals.

The Company's offer attracts repeatable, multi-site customers with a defined commitment to resiliency and/or sustainability, helping them achieve significant energy cost reductions, improved energy management, enhanced resiliency or redundancy, and optimal renewable power generation – including generating assets such as Solar, Wind, Geothermal, Biomass, Biogas, and Combined Heat and Power (CHP) systems.

Optimize Renewables operates across North America, including the US, Canada, Mexico, and the Caribbean, but is largely focused on the 13-state Appalachian Region.

##### B. Position Summary

The **Senior Grant Writer** is a member of the **Business Solutions Team** and is responsible for leading the development of effective grant proposals to secure funding for the company's resiliency and distributed energy. The role includes researching funding opportunities, writing persuasive grant applications, and preparing internal and external reports to demonstrate impact and accountability to funders. Additionally, the **Senior Grant Writer** will hire and manage a small team of grant writers to scale the company's funding efforts.

This position requires close collaboration with the **Leadership Team**, as well as its **Business, Operations, and Finance Teams**, to ensure the alignment of grant applications with organizational goals. The **Senior Grant Writer** will report directly to the **Chief Business Solutions Officer (CBSO)** and will play a key role in advancing the company's mission through effective storytelling and resource development. This position will collaborate extensively across the organization and communicate in-person, by phone, and using Zoom or related technologies.

Optimize Renewables, LLC

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## Responsibilities:

### 1. Grant Writing and Proposal Development

- Provide leadership as a key member of the **Business Solutions Team**, coordinating, researching, writing, compiling, and submitting compelling grant proposals and reports to government agencies, foundations, and other funding entities to secure funding for microgrid resiliency/security projects.
- Develop clear, persuasive, and customized grant narratives that reflect the company's mission, objectives, and project impact.
- Use your creativity to formulate compelling abstracts, letters of inquiry, and concept notes in accordance with all relevant guidelines.
- Ensure that all proposals comply with grant guidelines, eligibility requirements, and deadlines.

### 2. Funding Opportunity Research

- Conduct robust, mission-aligned high-quality research to identify new grant opportunities from federal, state, local, and private sources that align with the company's mission and strategic goals.
- Stay up to date on changes to grant programs and funding trends relevant to resiliency, security, and renewable energy solutions.

### 3. Team Management

- Hire, train, and manage a small team of grant writers and support staff to increase the organization's grant application capacity and opportunity.
- Provide coaching and feedback to grant writers to ensure the quality and effectiveness of proposals.
- Ensure that the Team's financial and technical information is both timely and accurate.

### 4. Collaboration and Coordination

- Coordinate effectively across the **Optimize** Team, Clients, and various Contractors on proposal development, reporting process, content, and timelines.
- Coordinate closely with the **CEO** and the **CBSO** on matters related to existing relationships.
- Provide assistance to the **Business Solutions** Teams by writing and submitting proposals, reports, and updating procedures.
- Assist in creating, standardizing, and implementing proposal templates, reports, and other tools for timely and organized management of grants and other internal projects.
- Collaborate with the company's **Business, Operations, and Finance** Teams to gather necessary project details, data, and budgets for grant applications.
- Work with the **Finance** Team to ensure accurate budgeting and financial reporting for all grant-funded projects.

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- Coordinate with external partners, including educational institutions, municipalities, utilities, non-profits and government agencies, to develop joint grant applications.
- Assist and eventually lead new award kick-off meetings, track project progress ensuring **Operations**, **Finance**, and other relevant staff are aware of benchmark dates and extension request deadlines (for submission as necessary).
- Assist and eventually lead grant-award-related communications with federal, state, and local grant-awarding agencies and departments, private funders, partners, contractors, field staff, clients, and other stakeholders.
- Ensure project budgets meet grant-award requirements and proposed project goals.

## 5. Reporting and Compliance

- Provide organization-wide guidance and ensure compliance with all federal, state, local, and utility requirements.
- Prepare and submit timely reports to funders to demonstrate the impact and accountability of funded projects.
- Maintain organized records of grant applications, awards, and reports.
- Upload and maintain permanent files to the **Optimize** internal shared drive including successful proposals, critical award documents, After-Action Reviews, amendments, and key correspondence. Tap and share this data to help prepare new proposal and concept note development as opportunities arise.
- Be proficient in and compliant with (1) **Optimize Renewables** Customer Policies; (2) Optimize Style Guidelines, and (3) approval procedures related to (a) Government Relations and Advocacy Policy, and (b) External Communications, particularly as it relates to the applicability of program design (proposal and annexes) and report writing.
- Enhance each of these guides to continually establish best practices. Train and orient colleagues on above-mentioned program management policy directives.

## 6. Content Development

- Develop case studies, impact reports, and other content that can be used to support grant applications and marketing efforts.
- Assist in the development of marketing materials, presentations, and pitch decks for potential funders.

## 7. Strategic Input

- Contribute to the development of the company's fundraising strategy, including the identification of high-priority funding opportunities.
- Provide input on the company's overall business strategy to ensure alignment with funding opportunities.

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- Develop an annual grant-writing plan under the guidance of the **CBSO** and in conjunction with other members of the **Optimize Renewables** Leadership Team and maintain important dates and milestones on the **Optimize** shared online calendar.
- Accurately maintain a monthly corporate development grant pipeline tracker, coordinating input from **Optimize** Leadership and other key roles within the organization.
- Special projects as needed, including preparation of bi-annual Board Reports.

## C. Qualifications

### 1. Knowledge and Skills

- Creative thinker, independent worker and self-starter.
- Proven track record with successful grant writing and administration, particularly for government and foundation funding opportunities.
- Motivated to build a timely resiliency and clean energy solutions company with experienced growth managers/entrepreneurs.
- Strong research, writing, and proofing skills, with the ability to craft persuasive narratives and adapt language for different audiences.
- Familiarity with microgrid, renewable energy, and/or Combined Cooling Heating and Power (CCHP) sectors is highly preferred.
- Ability to work with a broad range of people, as the role will be a point of contact for multiple departments.
- Ability to manage multiple projects and deadlines simultaneously.
- Experience managing a team and providing constructive feedback.
- Strong organizational skills and attention to detail.
- Knowledge of budgeting and financial reporting for grant-funded projects.

### 2. Competencies

- Leadership: Ability to inspire and manage a team of grant writers.
- Productivity: Capacity to work productively and accurately in a fast-paced, challenging environment under tight deadlines as part of a high-performance, interdisciplinary team.
- Strategic Thinking: Ability to align grant writing efforts with the company's broader strategic goals.
- Communication Skills: Exceptional written and verbal communication skills. Professional-level language proficiency in written and spoken English.
- Problem-Solving: Strong analytical skills to identify challenges and develop solutions.
- Collaboration: Strong interpersonal skills enabling effective work with cross-functional teams.

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- Attention to Detail: Ability to ensure accuracy and compliance in all grant applications and reports while maintaining an understanding of the big picture.
- Effectively develop and maintain strong personal and organizational relationships with internal and external staff, as well as related organizations.
- Highly proficient in Microsoft Office (or similar), foundational research tools, and familiarity with grant management software.
- Familiarity with Artificial Intelligence (AI) tools for content generation, data analysis, and research enhancement to streamline the grant writing process and improve proposal quality.

### 3. Education

- Bachelor's degree in English, Communications, Journalism, Business, Non-Profit Management, or a related field. (Note: **Optimize** is NOT a non-profit).
- Master's Degree is a plus.

### 4. Experience

- Minimum 3 years of experience in grant research, development, writing, and compliance management.
- Experience managing a team of grant writers or fundraising professionals.
- Experience in a high-growth company, including entrepreneurial flexibility to manage dynamic, challenging situations.
- Familiarity with the microgrid and/or renewable energy sectors is highly desirable.

### 5. Certifications

- None Required, though certifications in grant writing or fundraising are a plus.

### D. Key Relationships

- Reports to the **Chief Business Solutions Officer (CBSO)**.
- Works collaboratively with the **CEO, CFO, and COO**.
- Coordinates with partners and funders, including government agencies, foundations, and non-profits.

### E. Physical Requirements

- This position frequently works in an office and requires dexterity to operate general office equipment including, but not limited to computers, copiers, and telephones.

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- The person in this position will frequently communicate in person, by phone, or video conferencing, and in writing with peers, managers, subordinates, clients, and board members, and must be able to exchange accurate and timely information in these situations.
- Occasional travel may be required to meet with funders, attend conferences, or visit project sites.
- The responsibilities of this position may include physical activities such as standing or sitting for extended periods of time.
- The person in this role may be required to travel locally, regionally, and nationally on occasion via commercial airlines and using other forms of public transportation.

F. Working Environment

- This position typically operates in an office environment, with flexibility to work remotely as needed.
- Occasional evening or weekend work may be required to meet grant deadlines.
- The person in this role must be comfortable working in a fast-paced, high-growth company environment.

*Optimize Renewables LLC is an Equal Employment Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, citizenship status, military status, protected veteran status, religion, creed, physical or mental disability, medical condition, marital status, sex, sexual orientation, gender, gender identity or expression, age, genetic information, or any other basis protected by law, ordinance, or regulation.*

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