

OPTIMIZE RENEWABLES™

Creating A New Balance of Power

JOB DESCRIPTION

Position: VP Project Development

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 **VP Project Development** is a member of the **Business Solutions Team** and is responsible for the planning and construction activities of resiliency and distributed energy projects for the organization's commercial and industrial clients, municipalities, universities, schools and hospitals. The role features significant customer contact as well as day-to-day communication with **Optimize Renewables Leadership** as well as the organization's Investment Committee and Board of Directors.

This position requires close collaboration with the **Optimize Business, Operations, and Finance Teams**, to ensure the alignment of development projects with organizational goals. The **VP Project Development** will report directly to the **Chief Business Solutions Officer (CBSO)** and will play a key role in advancing the company's mission through effective microgrid project 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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www.OptimizeRenewables.com 301.778.9300

Responsibilities:

- **Strategic Oversight of Project Planning and Execution:** Provide executive leadership for the planning, development, and construction of **Optimize** microgrid and distributed generation projects. Drive strategic alignment between project goals and organizational objectives, ensuring high-impact delivery of Solar, Wind, Geothermal, Biomass, Biogas, CCHP Systems, Energy Storage, and Energy Conservation Measures (ECMs).
- **Leadership in Feasibility and Risk Assessment:** Oversee advanced viability assessments, including site analysis, fatal flaw studies, and risk mitigation strategies. Ensure technical, financial, and regulatory due diligence across all project development phases.
- **Evaluation and Optimization:** Lead comprehensive reviews of site information, energy modeling, utility interconnection, and technology performance. Champion innovation by identifying opportunities for system improvements and optimization, ensuring all projects meet the highest standards of resilience and efficiency.
- **Financial Acumen:** Collaborate with the executive finance team on structuring and negotiating complex financial arrangements, such as Energy Service Agreements (ESAs), Power Purchase Agreements (PPAs), Equity/Debt Financing, Sale-Leasebacks, and Tax Equity Investments. Provide thought leadership on financial modeling for integrated clean and renewable energy technologies.
- **Partner Management:** Spearhead negotiations with Engineering, Procurement, and Construction (EPC) providers, OEMs, and contractors. Develop and maintain strategic partnerships, ensuring contracts are structured to optimize project economics and mitigate risks.
- **Regulatory and Permitting Strategy:** Direct permitting efforts for multi-technology renewable energy projects, maintaining compliance with local, state, and federal regulations. Anticipate regulatory challenges and proactively develop strategies to address them.
- **Advanced Project Scheduling and Resource Allocation:** Oversee the development and management of critical path schedules and milestone tracking for all projects. Ensure optimal resource allocation across a portfolio of projects, balancing efficiency with delivery timelines. Integrate scheduling effectively with EPCs and other contractors.
- **Operational Excellence in O&M:** Establish and refine an Operations and Maintenance (O&M) management program for completed projects. Lead initiatives to improve service responsiveness, reliability, and cost efficiency.
- **Performance Metrics and Process Standardization:** Drive the implementation of key performance indicators (KPIs) and benchmarks for project development. Promote continuous improvement by standardizing business processes, metrics, and best practices across all operational areas.
- **Crisis Management and Problem-Solving:** Serve as the escalation point for high-impact challenges during project development and execution. Lead cross-functional teams in developing rapid and effective solutions to on-site and off-site issues.

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- **Commissioning Leadership:** Oversee the commissioning and integration of microgrid and renewable energy projects, ensuring seamless handoffs from development to construction to operational teams.
- **Stakeholder Engagement and Collaboration:** Act as the primary interface with executive leadership, investors, regulatory bodies, and other key stakeholders. Build consensus across diverse groups to achieve project and organizational goals.
- **Executive Reporting:** Lead project reporting and present outcomes, strategies, and forecasts to the Board of Directors and other senior stakeholders. Provide clear, data-driven insights into project performance and pipeline development.
- **Team Leadership and Development:** Build and mentor a high-performing project development team. Foster a culture of accountability, innovation, and collaboration while championing quality, safety, and efficiency.
- **Business Development:** Identify new market opportunities and partnerships to expand the **Optimize** portfolio. Actively participate in industry forums and events to position the company as a leader in microgrid and renewable energy solutions.
- **Compliance and Risk Mitigation:** Ensure that all projects adhere to legal, environmental, and safety standards. Develop proactive risk management frameworks to safeguard organizational assets and reputation.
- **Thought Leadership:** Stay abreast of emerging technologies in microgrids and renewable energy. Advocate for and lead the adoption of 'bankable' leading-edge practices and technologies to even more effectively serve **Optimize** customers.
- **Cross-Functional Collaboration:** Partner with the **Optimize Business Solutions, Finance, Operations, and Legal** teams to ensure alignment on project development strategies. Support the development of proposals, RFP responses, and customer-facing materials to secure new business.
- **Scalability and Organizational Growth:** Design frameworks to scale project development processes and expand capabilities to meet future demand. Prepare **Optimize** for growth by implementing scalable systems and practices.
- **Visionary Leadership:** Serve as a key member of the **Optimize Leadership Team**, contributing to the overall strategic direction of the organization. Foster an environment of balance, innovation, fiscal responsibility, and urgency in achieving the company's mission.

C. Qualifications

1. Knowledge and Skills

- Experience taking resiliency and clean energy projects from conception to completion, with impressive track record in originating and developing bankable renewable energy projects.
- Motivated to build a timely resiliency and clean energy solutions company with experienced growth managers/entrepreneurs.

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- A desire to work on projects related to alternative energy, and community development / sustainability.
- Solid knowledge of the resiliency and renewable power sector, its key stakeholders, and the regulatory environment.
- Excellent project management skills with a strong quantitative and analytical ability.
- Ability to rapidly integrate new concepts, standards, and processes into the company toolbox to deliver scale and systemic efficiency.
- Experience working both independently and in a team-oriented, collaborative environment.
- Strong team approach based on mutual respect and a positive attitude.
- Ability to work with different teams to ensure sound management of project development opportunities from the identification process to the integration of new assets in the organization.
- Understanding of the importance of standard operating procedures, safety, respect, and integrity.
- Commitment to providing exceptional customer communication and service.
- Well established network of contacts with industry stakeholders, on the ground developers, off-takers, government representatives and financial stakeholders in the renewable energy industry.

2. Competencies

- Proficient in Microsoft Office, especially Microsoft Excel (or similar), and foundational research tools.
- Strong business acumen. Ability to quickly assess the potential value and risks of a business opportunity and prioritize potential project development opportunities accordingly.
- Self-motivated with proven ability to perform at a high level with limited oversight and management.
- Experience with engineering design packages and reading schematics.
- Exceptional attention-to-detail and organization skills.
- Strong analytical skills for problem-solving.
- Organizational skills including: Multi-tasking, prioritizing, planning, and effective time management.
- Creative thinker, independent worker and self-starter.
- Operates from an understanding and demonstration of emotional intelligence.
- Ability to work under tight deadlines as part of a high-performance, interdisciplinary team.
- Proven experience managing EPCs and related project contractors and specialists.
- Strong negotiation skills. Ability to present points of view in an effective way, representing well the interests and position of the organization and gain support for ideas.
- Effectively develops and maintains strong personal and organizational relationships with internal and external staff, as well as related organizations.

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3. Education

- Bachelor's degree in Business, Engineering, Legal, Science, or related field.
- Master's Degree is a plus.

4. Experience

- 5-7 years of relevant design, development, and construction project management experience in a distributed generation clean energy industry, preferably at an energy-related company.
- Experience in a high-growth company (preferably project development) including entrepreneurial flexibility to manage dynamic, challenging situations.

5. Certifications

- None Required, though accreditations in Project Management (PMP, CAPM, or Six Sigma), Energy Management (CEM or LEED AP), or Engineering (PE or PME), may be differentiating.

D. Key Relationships

- Reports to the **Chief Business Solutions Officer (CBSO)**. As of now, this position has scope to grow into a senior leadership Operations role.
- Works collaboratively with the **CEO, CFO, and COO**.
- Coordinates with customers, partners and funders, including government agencies, foundations, and non-profits.

E. Physical Requirements

- This position works from our offices and requires the ability to operate general office equipment including, but not limited to computers, copiers, and telephones.
- The person in this position will commonly 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, or even frequent, local or regional travel may be required to keep up with customers, meet with partners, attend conferences, or visit project sites.
- Responsibilities may include physical activities such as standing or sitting for extended periods of time.
- The position also requires field duties requiring significant walking, often in physical plants as well as in raw natural (usually) environments, although usually on relatively flat land.

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F. Working Environment

- This position typically operates in an office environment, with flexibility to work remotely as needed.
- The person in this role must be willing to work flexible hours, with occasional evening and weekend hours.
- Occasional evening or weekend work may be required to meet project development 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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