

**EMPLOYMENT ANNOUNCEMENT**

**ENERGY PROGRAM OFFICER**

**Exempt Full-Time Position**

**Temporary Contract**

**Overview:**

The Puerto Rico Community Foundation (PRCF) is a non-profit philanthropic organization that began operations in 1985 *to develop the capacities of communities in Puerto Rico, to that they achieve their social and economic transformation, maximizing philanthropic investment and the performance of each contribution.* For more than 39 years, FCPR has served as a philanthropic advisor to individuals, families, corporations and nonprofit organizations in Puerto Rico. The PRCF promotes equitable access to opportunities to resources and recognize our role as contributors and allies to the racial and gender equity movements, we affirm our commitment to promoting justice, diversity, and inclusion in every recruiting process.

**Position Summary**

The Program Officer plays a key role in shaping and executing the Foundation’s energy programs, this includes the execution of the current projects, grant portfolios and the future expansion and increase of the energy programmatic goals. It requires fine relationship skills to work with funders, grantees and collaborators, understanding their equal relevance in fulfilling the goals. The Program Officer will be responsible for the completion of the goals of two specific projects:

**EDA Grant (Economic Development Administration):**

* Solarization of +15 businesses in Culebra to empower a continues economic activity for the Culebrenses. This has to be an Income Generating Program (IGP) for future maintenance of the infrastructure.

**GEAPP Grant (Global Energy Alliance for People and the Planet):**

* Solarization of 75 sites with an innovative approach to funding under a blended (grant and loan) financing structure.

The Program Officer would also become an advisor to other energy projects currently taking place in the Foundation and will identify potential opportunities to grow and expand FCPR’s energy program. The Program Officer has to model equity, social and climate justice practices in the implementation of the projects.

**General Responsibilities:**

* Responsible for providing guidance and strategic direction to for the execution of both programs for the completion of the goals.
* Responsible for the design of RFP guidelines for outsourced potential partners, present potential partners internally and in any other governance or evaluation committee as required by the grants awarded.
* Maintain productive and effective communication with current and future outsourced partners.
* Conduct regular site visits and potential meetings to strengthen community relationships and verify the completion of the sites.
* Build relationships with grantees, thought leaders, funding partners, collaborators, and other experts in the field.
* Generate progress reports with specific metrics as discussed with funding partner. Reports may be used for internal use and external use.
* Generate fiscal progress reports with a detailed account of the budget.
* With a focus on equity, social and environmental justice stay abreast of the climate and clean energy policy and advocacy landscape, including emerging trends in the U.S. and other identified geographies. And share the learnings with internal peers and staff.
  + Synthesize information on progress, setbacks, and significant milestones in the field on a regular basis.
  + Design, create, and maintain an efficient system for tracking core metrics in line with our own goals, as well as board and funder expectations.
* Generate and follow through contracts with outsourced resources.
* Work with Communications Officer on developing marketing material and story generation material. Responsible for documenting the process.
* Lead thorough collaboration, both inside and outside the Foundation. Plan and host meetings to inform strategy and/or enhance effectiveness of strategy execution.
* Participate in joint efforts with other foundations and affinity groups to determine synergies, collaboration opportunities, and/or complementary approaches to achieving shared goals.
  + - Keep abreast of the funding landscape to determine emerging trends, areas of interest, current funding trends, and emerging opportunities. Evaluation and Learning.
    - Participate in Foundation-wide committees and internal culture-building.
    - Help the Foundation promote and maintain environmentally friendly office practices.

**Job Competencies**

* Functional competencies
* Strong influence skills
* Strategic mindset
* Ethical conduct
* Results driven
* Collaborative mindset
* Capable of working in a fast-paced atmosphere

**Skills**

* + - Strong research, analysis, synthesis, and written and verbal communications skills in English and Spanish.
    - Detail-orientation with proven organizational and project management skills.
    - Proficiency in all Microsoft Office applications.
    - Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
    - Coordination — Adjusting actions in relation to others' actions.
    - Monitoring — Monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
    - Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
    - Speaking — Talking to others to convey information effectively.
    - Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
    - Reading Comprehension — Understanding sentences and paragraphs in work-related documents.
    - Time Management — Managing one's own time and the time of others.

**Abilities**

* + - Demonstrated ability to advance relevant policy through first-hand experience in government, nonprofits, philanthropy, and/or business.
    - Passion for achieving the goals of the Energy program.
    - Strong interest in advancing diversity, equity, and inclusion outcomes in the grantmaking process and within internal and external overall practices.
    - Broad and substantive knowledge of energy and climate policy in the U.S. (state, regional, and national); equivalent international or sectoral knowledge a plus.
    - Familiarity with the climate and clean energy field landscape, as well as advocacy strategies, tactics, and key leverage points to advance policy
    - A proactive approach to work, eagerness to learn, and motivation to stay at the forefront of developments in the field.
    - Demonstrated ability to develop strategies and prioritize resources to maximize impact.
    - Understanding of the grantmaking process and how foundations function.
    - A collegial and diplomatic demeanor, excellent interpersonal skills.
    - A leadership style of facilitation (as opposed to direction) and a genuine desire to work in partnership.
    - Integrity, solid judgment, and strong strategic thinking skills.
    - Ability and willingness to travel within Puerto Rico (Culebra included).

**Job Requirements (education and experience)**

* BA or MA in engineering or planning. Engineer certified a plus.
* Over 5 years of relevant experience in climate and energy work.

**Candidates interested to apply, send resume on or before, May 3, 2024, by mail:** [**eromero@fcpr.org**](mailto:eromero@fcpr.org)

**FCPR provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal and local laws. FCPR complies with applicable federal and local laws governing nondiscrimination in employment.**