Roles & Responsibilities

Job Title: Analyst – Project Execution

Reports To: Senior Manager, Transmission and Interconnection

FLSA Job Status: Temporary

Basic Job Functions: The position will provide support for the Project Execution team to manage and develop a portfolio for future utility scale solar projects, primarily in the Western United States. The analyst will support the transmission, permitting, and real estate teams within Project Execution on tracking, reporting, and management of utility scale solar projects and acquisitions. The analyst will work collaboratively with cross-functional groups across the company from project development, legal, project engineering, to project finance. Additionally, the analyst will engage in external communication with agencies, utilities, and consultants in support of project deliverables.

Education:

- Bachelor’s degree in Environmental Management/Science, Business, Electrical Engineering, Energy Policy or related field is preferred.

Qualifications:

- General interest and/or experience in the renewable energy industry, specifically solar energy
- Basic understanding of interconnection utility planning and construction processes is preferred
- Basic understanding environmental and regulatory law including NEPA, CEQA, ESA etc. is preferred
- Ability to handle large amounts of incoming information and re-prioritize tasks daily
- Ability to research and analyze environmental, regulatory and real estate data
- Proven analytical, project management, and quantitative skills
- Effective organizational, communication, and presentation skills
- Previous software experience such as Excel, PowerPoint, Outlook, Google Earth, ESRI GIS, and Salesforce
- Competent team-player with problem-solving initiative
- High-energy, positive attitude with ability to receive constructive feedback

Scope of Responsibilities may include:

- Transmission:
  - Assist managers in tracking project status and records management
  - Coordinate wire transfers and refunds with utilities for interconnection-related transactions
Coordinate Scope of Authority (SOA) process for interconnections
- Produce reports on interconnection portfolio for strategy and approvals
- Coordinate internal legal and budgetary approvals for agreements with transmission providers
- Create slide decks on transmission capacity, ISO queue analysis, and PPAs
- Assist Interconnection Manager track transmission application and study processes including gathering all necessary real estate and permitting documentation that may be necessary for interconnection requests
- Assist in preparing interconnection related quarterly reports

- Permitting:
  - Engage in early-stage site analysis and evaluation
  - Support development of permit documents and applications
  - Assist permitting staff with integration of permitting data, documents and schedules with a new Project Development project management software platform.

- Real Estate:
  - Preparation and update of portfolio KMZ files
  - Create Title Matrices, Contract Synopsis, and Compliance Matrices in order to track due diligence activities.
  - Assist with bi-annual real estate budgets
  - GIS support as needed.

- Administrative:
  - Assist with administrative issues including tracking and processing invoices, payments, and deposits for transmission and permitting
  - Request and manage proposals for work with consultants
  - Preparation of purchaser requisitions and contract requests
  - Create and present PowerPoint presentations to First Solar associates and external parties
  - Maintain and update project information in Salesforce
  - Assist with project sale process and data room preparation. Manage due diligence log related to asset sale.
  - Work with Contracts Manager to maintain compliance tracking

**Standard Physical Requirements:**
- Sit and stand for long periods of time during the day
- Walk and climb stairs
- May reach above shoulder heights and below the waist
- May lift up to 50 lbs
- Required to use hands to finger, lift, handle, carry or feel objects
- May stoop, kneel, bend, talk and hear
- Specific vision abilities are required

Submit Resume To: Dave Sterner
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