

**MARYLAND ENVIRONMENTAL SERVICE
JOB DESCRIPTION**

05.07.18

Job Title: Bond Finance Program Manager
FLSA Status/Grade: 10/ \$70,557.52- \$123, 475

Group: Maryland Clean Energy Center

POSITION SUMMARY

The Maryland Clean Energy Center (MCEC) was created as a not-for-profit corporate instrumentality of state in 2008 through an act of the Maryland General Assembly. The mission of the Maryland Clean Energy Center is to transform the energy economy in the State of Maryland by increasing clean energy jobs, technical innovations, entrepreneurial businesses, and consumer adoption of products and services.

MCEC promotes investment in clean energy in accordance with a strategic plan to foster the growth, development and commercialization of clean energy sources and related enterprises, and stimulates demand for clean energy and deployment of clean energy sources that serve end-use customers in the State of Maryland. MCEC seeks an experienced Bond Finance Program Manger to join a team of talented, passionate individuals with a shared focus on implementing financing models that will stimulate the growth of clean energy in Maryland, strengthen our economy and protect our environment.

This position reports to the Director of Financing Programs and will be responsible for bond program administration, including bond structuring, funding development, marketing and customer relations, loan origination, loan processing, payments and billing, data collection and reporting, and post bond issuance compliance. This position is responsible for all aspects of bond structuring and issuance for MCEC.

This position will interface directly with lenders, investors, financial advisors, market participants, and project developers, elected and appointed government officials on the Federal, state, and local level to promote and encourage clean energy related bond financings. This individual will work to facilitate MCEC bond issuance by connecting clean energy projects to appropriate funding sources for project development.

ESSENTIAL FUNCTIONS

Finance

Manage the issuance of tax-exempt and taxable private activity bonds

Assist clients in formulating financing plans, including details on market information, refinancing opportunities, financing structures and placement options

Work with clean energy specialists on financings for non-profit, municipal, housing, energy infrastructure, and private sector borrowers.

Coordinate transaction development and closings

Sustain knowledge base of bond market and energy related tax policy.

Business Development

Develop and maintain relationships with borrowers, lenders, financial advisors, developers, municipal officials and centers of influence

Identify new opportunities to assist borrowers with financing needs

Complete ongoing relationship management follow-up and other related activities

Represent the agency at events, including public presentations.

Administrative

Supervise billing and collection of all bond related revenues

Oversee project construction, vendor payments and project completion

Manage bond related IRS compliance, rebate and arbitrage, and other post issuance compliance initiatives

Prepare management reports for revenue collection, revenue projections and project pipeline development

OTHER RESPONSIBILITIES

SUPERVISORY REQUIREMENTS

N/A

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding and experience with bond financing and underwriting as well as leveraging private investment to accomplish public objectives.
- Knowledge of commercial and consumer loan documentation and servicing requirements.
- Good understanding of consumer and business lending activities including products and services.
- Ability to analyze and interpret financial statements, business plans and other complex financial and legal concepts and documents; and to communicate and summarize salient points.
- Familiarity with clean energy (energy efficiency, energy and water conservation, microgrid, biofuel, solar, wind, etc.) business models and financing practices.
- Works independently, with keen attention to detail.
- Advanced problem-solving and decision making skills.
- Strong ability to apply analytical, constructive and interpretive thinking to an often unstructured environment.

- Advanced prioritization, focus, coordination and organization skills.
- Strong customer service and relationship management skills.
- Ability to multi-task in a fast-paced environment, and to quickly shift focus and priorities.
- Ability to coordinate, monitor workflow, and meet performance deadlines in an effective manner.
- Ability to lead and/or supervise staff, contractors, and others.
- Proficiency in the Microsoft Office Suite including Word, Excel, PowerPoint, Outlook and other software programs as necessary.
- Strong negotiating and interpersonal skills involving the ability to work with management and a variety of other parties, at all levels, internally and externally.
- Strong writing skills and the ability to communicate effectively, tactfully, and courteously through oral and written communications.
- Experience working in a team environment

QUALIFICATIONS:

Qualified candidates must have a Bachelor's degree in economics, business administration or other related field; MBA or master's degree in finance preferred; and five (5) years' experience managing and developing finance programs and/or projects ideally in a field related to clean energy finance.

A Master's degree in business administration, environmental science, engineering, economics, public administration, or other related field may be substituted for one (1) additional year of the general experience. A professional certification in a relevant field may substitute for one (1) additional year of the general experience.

A background public administration or banking & finance, including work with and/or management of government programs, public finance and private investment strategies will also be considered.

LICENSES AND CERTIFICATIONS

Driver's license with less than 6 points under Maryland law may be required.

PHYSICAL DEMANDS

Visual requirements for computer activities are essential.

While performing the duties of this job, the employee is routinely required to talk, hear, sit, walk, bend, and stoop, reach with hands and arms, use hands and fingers.

WORK ENVIRONMENT

Candidate will be expected to be results oriented and perform responsibilities with an appropriate sense of urgency cognizant at all times of strict timeframes. Success in this position will depend on ability to work effectively in a fast-paced, dynamic environment.

The noise level in the work environment is usually quiet to moderate.