

**EXECUTIVE DIRECTOR – JOB DESCRIPTION**

C-PACE Alliance, Inc. (CPA) is a young and dynamic trade association that supports the fast-growing industry of Commercial Property Assessed Clean Energy (C-PACE) financing. Thirty-seven states and the District of Columbia have authorized C-PACE programs as a public finance tool for commercial property owners, as C-PACE projects are recognized as being in the public interest. C-PACE financing spreads the costs of building improvements or new construction projects that create one of the following public benefits: reduction in energy and water costs; installation of renewable energy sources; or strengthening building resiliency against extreme weather or seismic events.

C-PACE is an alternative source of financing for all commercial properties: office buildings, hotels, manufacturing facilities, apartment buildings, mixed-use properties, health clinics, and more. Only residential 1-to-4 unit properties are excluded. Qualifying improvements include any energy-saving measure affixed to the building. Typical projects include HVAC systems, heat pumps, windows, control systems, roofing, and solar arrays. Low-flow water fixtures and water recapture systems are also typically eligible. In some states, resiliency measures such storm-resistant windows and sprinkler systems are eligible for C-PACE financing. C-PACE typically covers 100% of the costs of like-for-like system upgrades. For projects involving new construction or the re-use of a vacant building, C-PACE financing ranges from 15% to 35% of project costs.

C-PACE financing comes entirely from the private sector. No taxpayer funds are at risk. Virtually every jurisdiction requires the written approval of all mortgage-holders prior to closing; this consent amounts to a financial review by an independent 3rd-party with expertise and an economic stake in the project. The local government and/or the designated program administrator provides final approval. Each C-PACE financing is recorded as an assessment on the property, secured by a lien senior to all other private mortgages (the specific terms vary from state-to-state). Through 2024, more than 3,000 commercial buildings across the country have received over $7 billion in C-PACE financing.

Key features of C-PACE financing are:

* Fixed interest rates that are less expensive than other types of subordinate financing;
* Long repayment periods, up to 30 years or more;
* No personal guarantee is required.

For more information, see CPA’s website: [www.c-pacealliance.org](http://www.c-pacealliance.org).

**MEMBERSHIP AND ORGANIZATIONAL INFRASTRUCTURE**

Established in 2018, CPA’s mission is to achieve the potential public benefits of C-PACE by increasing the volume and efficiency of C-PACE transactions. C-PACE Alliance, Inc. is a nonprofit company that is tax-exempt as a business association under Section 501(c)(6) of the Internal Revenue Code. Currently, the C-PACE Alliance’s members include 16 national C-PACE investors, 13 major law firms, and an engineering firm that specializes in C-PACE transactions. CPA members support good industry practices set forth in the organization’s policy papers on its website. CPA confers with C-PACE Program Administrators in states, cities, and counties to discuss how best to achieve shared public policy goals and to support Program Administrators’ long-term financial sustainability.

The Executive Director reports to the Board of Directors and Board committees. CPA is incorporated in Delaware. CPA does not have a fixed office location. CPA staff may live and work anywhere. Most meetings are virtual, with about two in-person meetings per year.

The organization currently has two staff (Director and Deputy Director), both of whom work remotely. Financial back-office recordkeeping services are provided by a member company. CPA uses a Professional Employer Organization to provide human resources services and employee benefits.

**EXECUTIVE DIRECTOR RESPONSIBILITIES**

**New Market Development**

* Monitor policy, legislative, and regulatory developments relevant to CPA members, and communicate opportunities and challenges to the Board and members for possible action.
* Support the CPA Legislative Committee to open new markets for the C-PACE financing industry.
* Work with policymakers and/or provide support to members to enact or amend state statutes and local government ordinances, and/or to develop or amend C-PACE program documents (e.g., guidebooks, application materials, and transaction documents).
* Organize members’ voluntary contributions to cover the expense of attorneys, lobbyists, as well as event expenses and/or other vendors as needed.
* Supervise contract attorneys, lobbyists on projects approved by the Board of Directors or Legislative Committee, as well as vendors, and CPA staff and interns.
* File all necessary lobbying disclosure reports on behalf of CPA as a client for state and local legislative activities.

**Subject Matter Working Groups**

* As needed, organize and lead working groups to address emerging industry issues such as data collection and lender consent database; promotion of the C-PACE industry; and Program Administrator financial sustainability.

**Operations and Event Planning**

* Design and execute event-planning that promotes CPA’s mission.
* Organize board meetings, conference calls and webinars, including Quarterly Member Calls, Legal calls, National Round-Up Calls, and Program Administrator-Capital Provider Roundtables; prepare agendas; distribute materials; follow-up as appropriate.
* Attend meetings of the board, committees, committee chairs and planning sessions.
* Hire and supervise staff as approved by the Board.

**Membership Management & Recruitment**

* Develop and manage membership recruitment and retention efforts.
* Manage the membership application approval process.
* Work on expanding membership and membership categories.

**Communications & Outreach**

* Develop, implement, and evaluate an annual communications plan.
* Develop web content for CPA website and social media that engages audience segments.
* Assist in drafting print and video collateral including newsletters, brochures, and CPA’s website.
* Develop Webinars or Zoom meetings for members and CPACE stakeholders on industry issues.

**Finances**

* Prepare and develop annual budget and membership dues schedules for Board approval.
* Research, identify, and pursue income-generating opportunities for organization (i.e. conferences, training, providing technical assistance to C-PACE programs, grants, etc.).
* Monitor the financial health of the organization with back-office assistance in reviewing financial statements.
* Work with financial back-office assistance to prepare necessary tax filings.

**Governance**

* Keep the company by-laws and internal policies current.
* Maintain appropriate corporate records and nonprofit corporate entity status.
* Confer with the organization’s general counsel as necessary.

**EXPERIENCE & QUALIFICATIONS**

* Minimum 10 years of professional experience in one or more of the following areas: legislative affairs, law, government policy, or commercial finance. Experience with C-PACE financing is a favorable consideration.
* Highly organized with excellent interpersonal skills and a temperament that leads by proposing new ideas, responding to suggestions, assembling personnel and financial resources, and finding and then articulating the consensus among members.
* Detail-oriented with the ability to manage multiple projects simultaneously.
* Strong written and verbal communication skills.
* Ability to work independently and collaboratively.
* Proficient in Microsoft Office Suite (i.e. Word, Excel, Outlook, PowerPoint).
* Commitment to developing C-PACE subject matter and commercial real estate finance.
* Self-starter and entrepreneurial; enjoys creating and implementing new initiatives.

**COMPENSATION**

The annual base salary for this position is $165,000 to $205,000, subject to the candidate’s geographic location and individual qualifications such as years of experience, specific skill sets, education, and relevant certifications. CPA pays 100% of the premium for individual health insurance coverage and makes an annual matching contribution to an employee’s retirement account. Other benefits are available for employees to purchase through the Professional Employer Organization.

**OTHER TERMS AND CONDITIONS**

* The Executive Director works remotely and provides his or her own office space, computer, internet access, telephone, and office supplies.
* CPA will provide an email account.
* Out-of-pocket expenses will be reimbursed with approval of the Board.

**APPLICATIONS**

To apply, please submit a resume and a cover letter explaining how your experience aligns with the duties of the position and how you would prioritize and pay for the organization’s program priorities. **Please submit your resume/CV and cover letter addressed to CPA Board of Directors at this address:**

[**BOD@c-pacealliance.org**](mailto:BOD@c-pacealliance.org) **no later than Monday, January 20, 2025.**