

The Company

Cypress Creek Renewables is powering a sustainable future, one project at a time. We develop, finance, own and operate utility-scale and distributed solar and storage projects across the country. Fostering a diverse group of innovative thinkers from all backgrounds, Cypress people are drawn to work in a purpose-driven organization. We hope you will join us!

The Role

Cypress Creek Renewables is seeking a motivated candidate for a Development Coordinator position to support the Pennsylvania and Virginia distribution scale markets. This position will closely support the Associate Director of Development and their team to power a clean energy future. At Cypress Creek, the Development Coordinator Role provides a great entry-point to the solar industry by gaining hands-on development experience; main roles will include internal and external facing interactions, negotiations and deal-making, along with cloud-based document management, usage of project information databases and reporting tools. Projects will generally have between a 12-36 month development cycle and directly benefit communities in which they are built. An effective candidate will demonstrate a mission driven determination, comprehensive attention to detail, superior organization, a desire to solve complex problems, enthusiastic initiative, and an excellent ability to work with others across multiple teams.

Essential functions of the position include, but, are not limited to:

- Coordinating with internal project developers and subject matter experts for the successful and timely execution of key development deliverables including the following:
 - Acquiring New Solar Development Sites through negotiations with prospective landowner and development partners.
 - Crafting GIS land acquisition campaigns and performing site diligence by reviewing environmental, utility, and other key land features
 - Handling landowner relationships and sending project updates, notices and payments
 - Completing project permitting by creating and submitting zoning applications, handling external consultants, and creating permitting schedules and site plans
 - Navigation through the interconnection process of submitting a request or application and working with the applicable utility through necessary technical studies
- Entering and maintaining key project data using cloud-based document management, relational databases, and reporting tools. Key project data management could include:
 - Onboarding new projects into data systems

- Maintaining projections of upcoming payments, project budgets, and cash forecasts
- Tracking interface with external stakeholders including landowners, consultants, utilities, permitting authorities, etc
- Creating and managing project and market dashboards and reports with status of development activities for distribution to the market team and executive team

Requirements:

- 1-4 years of working experience, and/or a Bachelor's Degree in related area (energy, environmental, business or engineering preferred)
- Working or Internship experience in energy, environmental, or engineering industries is a plus
- Strong Microsoft Office skills required, specifically Microsoft Excel (pivot tables, macros, etc)
- Experience with Salesforce is a plus
- Strong sense of drive and urgency with a high degree of ownership and a passion for “getting things done” and making an impact.
- Strong team driven work ethic and thrives working in a fast-paced environment
- Results driven and solutions oriented
- Confidence to take initiative but also to ask questions when there are roadblocks
- Strong organization, communication skills and attention to detail

Benefits:

- 15 days of Paid Time Off, accrual up to 20 days, 9 observed holidays.
- 10% 401(k) Match
- Comprehensive package including medical, dental, vision and health insurance
- Tuition Reimbursement
- Phone Bill Reimbursement
- Fully expensed company travel, mileage reimbursement
- Work from home
- Gym stipends
- Annual Holiday Parties and Company Swag

** This position will be ideally based in the Asheville, NC area or its immediate surroundings. Candidates should expect 15-20% travel to meet with local stakeholders and team meetings once or twice per quarter at the company headquarters in Santa Monica, CA or other offices.