**Indiana Solar for All Data Manager Job Description**

**Location: Indianapolis, IN**

**About Us:**

Indiana Community Action Association is a non-profit organization committed to accelerating the transition to a sustainable future. Our program mission is to promote widespread adoption of solar energy through innovative solutions, advocacy, and strategic partnerships. As part of our commitment to advancing solar energy access, we are seeking a dedicated Solar for All Data Manager to oversee our grant initiatives and drive impactful change in communities statewide**.**

**Position Overview:**

The Solar for All Data Manager reports to the Solar for All Program Director and plays a pivotal role in managing the Indiana Solar for All award to execution. The position is responsible for working with the Indiana Solar for All Coalition and ensuring necessary data is collected from Coalition members and reported to the United States Environmental Protection Agency, and other entities as required. The ideal candidate will have a strong background in grant management, project coordination, and a passion for renewable energy and sustainability.

**Key Responsibilities:**

* Determine the kind of data to be collected and identify the resources with which to effectively collect them
* Organize, implement, and enforce correct data collection policies and methods
* Give proper training to employees and coalition members to be able to perform data collection independently and effectively
* Ensure the proper functioning of data collection software and Internet applications at all times
* Make sure that data collection procedures are in line with all relevant rules and guidelines
* Establish standards upon which collection of data are based/measured and ensure that these standards are always met
* Interpret and explain complex data to employees and coalition members so as to carry everybody along and for purposes of clarity/verification
* Ensure compliance with reporting requirements
* Formulate/develop special reports upon request
* Conduct analysis to ensure that data collected is adequate and matches what was asked for.

**Qualifications:**

* Essential
	+ Must possess good numerical and analytical skills. This is necessary for the daily analysis and evaluation of data
	+ Must have good communication and interpersonal skills
	+ Must demonstrate good management and leadership traits at all times
	+ Must be willing and able to work in a team
	+ Display of good research and organizational abilities
	+ Must be able to think critically (out of the box) and also be able to pay complete attention to details
	+ Must be self-motivated, goal-oriented, and be able to display excellent customer service skills
	+ Must have good IT skills (including data evaluation/analysis using relevant computer application)
* Desirable
	+ Experience in the energy sector, especially with utilities, renewable energy or government contracts
	+ Knowledge in solar industry, including market trends and technologies
	+ Expertise in budget management and contract negotiation
	+ Experience in engaging with communities historically under represented or under served in the solar energy sector
	+ A Bachelor’s degree in any of data management analysis, computer science, computer engineering, statistics, or other IT-related field
	+ A minimum of 3 years post-school working experience as a data manager/analyst in a reputable organization.

**Supervision:**

The Solar for All Data Manager will report directly to the Solar for All Program Manager.

**Compensation and Benefits:**

Salary: Starting at $55,000 or more, depending on experience

Excellent benefits include generous paid leave and holidays; medical and dental insurance; life, short-term, and long-term disability insurance; and Employer funded SEP Plan.

Flexible work schedule with the opportunity for hybrid work.

**To Apply:**

Send your resume to Alison Becker, Solar for All Program Director, abecker@incap.org by close of business on September 16, 2024.

The Indiana Community Action Association is committed to providing equal employment and service opportunities to all qualified individuals, employees and applicants for employment without regard to race, color, religion, sex, national origin, age, qualified individuals with disabilities, military or veteran status, citizenship status, gender, gender identity, sexual orientation or any other category protected under federal, state or local law.