



Strategic Energy Operations Analyst

applications due June 5, 2019 by 5 PM

About East Bay Community Energy

East Bay Community Energy (EBCE) is a Community Choice energy service provider formed as a Joint Powers Authority (JPA) to serve approximately 600,000 customer accounts across Alameda County. The service territory has a population of over 1.5 million residents and an annual load of approximately 6 TeraWatt Hours, making it the second largest Community Choice Aggregator (CCA) in CA. EBCE's charter is to provide its customers with low carbon, cost effective electricity that integrates innovative energy products and maximizes local benefits through the development of local solutions, ranging from increasing access to rooftop solar to supporting the adoption of electric vehicles. CCAs are at the cutting edge of transforming the energy industry in CA, helping to drive more ambitious renewable energy targets and deploying more customer-oriented clean energy solutions. CCAs represent a unique opportunity to work at the intersection of the public and private sectors and drive meaningful change. EBCE formed as a JPA in December 2016 and launched service to commercial and municipal customers in June 2018 and residential customers in November 2018. EBCE is looking for candidates that are passionate about making a meaningful local impact to California's energy system through this growing CCA industry. We want creative problem solvers that are excited to work in an entrepreneurial environment and grow our organization!

Position Summary

EBCE is seeking to hire a full-time Strategic Energy Operations Analyst, reporting directly to the Chief Operating Officer & Treasurer, who oversees the Power Procurement, Finance, Marketing & Account Services, and Data & Analytics functions. EBCE is at a very exciting stage of operations post customer launch and growing its book of energy and establishing new processes. The Strategic Operations Manager will support the COO on energy procurement, finance, and other operational priorities. Strong communication and analytical skills are critical as well as the ability to be a flex player. This position will work with internal team members and external partners and vendors as necessary.

- **Culture:** EBCE fosters a culture of open collaboration, innovation, curiosity, and accountability. As a small team, cultural fit is key to individual and team success.
- **Start date:** Target June/July 2019. The deadline to apply is June 5, 2019 at 5 PM. Candidates should send application materials to jobs@ebce.org and cc hchang@ebce.org with the Job Title in the subject line.
- **Location/Employment:** This position will be based in EBCE headquarters in Oakland. We are an equal opportunity employer and strongly encourage people of color, women and those who identify as LGBTQ to apply.
- **Compensation and Benefits:** Competitive compensation package offered, based on candidate experience. EBCE offers a generous benefits package including health, wellness, retirement, transit, vacation, and other benefits.

Position Details

Essential Duties and Responsibilities

- Power Procurement
 - Analytical support of short-term and long-term structured transactions
 - Project related diligence and project management of energy solicitations

- Proposal write-ups and communication
- Industry and counterparty diligence and credit review
- Carbon emissions related analytics and research
- Finance
 - Analysis and diligence and structured transactions to full utilize EBCE's tax efficient status
 - Credit related diligence and process creation
- Communications
 - Board related communications, including monthly memo write-ups and presentations
 - External conference presentations
- Strategic Planning
 - Tracking key goals, developing metrics, and analyzing performance data
 - Communications with staff on goal setting and creating feedback loops
- Support on additional tactical and project related operations and HR initiatives that are characteristic of a start-up, including due diligence of software platforms and data vendors

Education, Experience, Knowledge, and Skills

- Education:
 - Bachelor's degree in an energy or finance related field
 - Master's degree in a related field is desirable, but not required
- Experience:
 - One to three years of experience in an energy related industry. Investment Banking or Management Consulting experience is a plus. Title and compensation may be flexible based on experience level.
- Knowledge:
 - Prior work experience in this industry is not required as this role will provide on the job training. An aptitude to learn and work hard are a must.
 - Knowledge of Community choice energy programs in California, public agency governance and public meeting protocols is a plus
- Skills:
 - Technical
 - High comfort level working on quantitative analysis
 - Strong proficiency in use of Microsoft Office Suite including Excel, Word, PowerPoint, Sharepoint, Google Drive and Adobe Acrobat
 - Experience using Customer Relationship Management (CRM) software such as Hubspot and Salesforce is preferred, but not required
 - Other technical and programming skills are a plus
 - Communications
 - Convey complex information in a simple and understandable manner
 - Conduct effective interpersonal communication in order to make persuasive presentations and written proposals on highly technical subject matters
 - Speak effectively and comfortably before groups of customers, elected officials, and community organizations
 - Excellent verbal and written communication skills
 - Work Style and Management

- Manage multiple priorities, meet deadlines, and quickly adapt to changing priorities in a fast-paced dynamic environment
- Problem solver and natural tendency to take initiative
- Take responsibility and work independently, as well as coordinate team efforts
- Demonstrate patience, tact, and courtesy; Exercise sound judgment, creative problem solving, effective dispute resolution, and commercial awareness
- Establish and maintain effective working relationships with persons encountered during the performance of duties
- Thorough and detail-oriented, with a superior level of accuracy and precision in work products

Working Conditions

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 20 pounds. EBCE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Licenses/Certificates

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

Submission Requirements

Applicants must submit a cover letter outlining key qualifications and reasons for your interest, current resume including education, writing sample if applicable, and 3 professional references. Please email these documents and any questions to: jobs@ebce.org and hchang@ebce.org by 5 PM on June 5, 2019.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.