

Project Development Associate



Job Summary

SunPeak, a rapidly-growing and nationally-recognized commercial solar developer, is looking for a full-time Project Development Associate to join its team. The ideal candidate will share our values of excellence and integrity and will be eager to learn, work within a team and directly support customers, and be interested in shaping a key role that will contribute to our organization's ongoing success.

The Project Development Associate is responsible for supporting sales, account management, and conceptual engineering activities, including communication with (prospective) customers, utility coordination and utility bill analysis, creating solar energy production forecasts, and generating proposals and contracts.

Successful candidates will have an interest in sustainability and renewable energy, and will have an educational background in either electrical engineering or business (finance or similar). This position provides advancement opportunities within the organization.

Primary Responsibilities:

- Help secure solar photovoltaic (PV) system installation contracts by supporting Project Development Managers throughout the sales process.
- Learn about electrical analysis and forecasting software, renewable energy financial incentives and financing methods, solar PV components and project applications, and system design and construction. Apply knowledge to perform assessments of facility energy usage data, complete solar energy production estimates, review and summarize interconnection rules, available incentives, and other relevant project matters to support project proposals and presentations to (prospective) customers with reasonable autonomy.
- Coordinate select pre-construction tasks with direction from the construction project management team to ensure successful project completion.
- Communicate effectively in a timely manner with external customers, consultants, suppliers and internal teams.
- Be flexible, adaptable, and able to work with a sense of urgency to drive projects to contract and subsequently completion.

Required Skills, Abilities and Attributes:

- Bachelor's degree in Engineering or Business preferred.
- Renewable energy experience preferred.
- Experience with solar industry-standard energy production estimation tools preferred.
- Highly proficient in Microsoft Excel. Experience with Customer Relationship Management (CRM) software preferred.
- Ability to propose and lead continuous improvement initiatives related to sales and project development.
- Process and detail oriented.
- Strong leadership, communication, and interpersonal skills.
- Conducts duties with professionalism, maintaining confidentiality and exercising good faith and high integrity.

Compensation and Benefits

This is a full-time position. SunPeak provides a competitive compensation package including health insurance, life/disability insurance, dental, vision, paid time off, and 401K. Additional individual and/or team bonuses may also be available based on individual merit and/or overall company success. Hybrid/remote work arrangements will be considered on a trial basis for candidates local to Madison, WI area.

More about SunPeak

SunPeak is a commercial solar PV developer headquartered in Madison, Wisconsin. We have the capability to professionally assess feasibility, design, engineer, install, commission, and maintain solar systems that provide decades of emission-free electricity from the sun. SunPeak has installed some of the largest solar projects in the Midwest and is quickly expanding its customer base throughout the nation.

Our company is built on a strong work ethic and has a team-oriented culture focused on safety and quality. In addition to providing a casual and professional workplace, SunPeak fosters a culture of collaboration and process excellence.

Solar energy is one of the fastest-growing industries in the nation with limitless potential in the future. We believe that clean energy can and should be available to everyone. If you desire to join a team of dedicated individuals and have a positive impact on our environment, you may be an excellent fit for our team.

To apply for this position, please send a resume, cover letter and salary expectations to careers@sunpeakpower.com.

