



**Nectar Community Investments**  
(formerly Mill Cities Community Investments/MCCI)

**Program Manager:** Climate and Environmental Justice  
Full-Time | \$65 -75,000 (Exempt) | Bilingual, Spanish/English, preferred

As a Program Manager, you will be responsible for the oversight and complete program management and implementation of Nectar Community Investment's environmental justice priorities. Our strategic plan includes a focus of increasing environmental sustainability by providing energy efficiency and renewable energy advisory and financing solutions to homeowners and small businesses. Our current opportunity as a program administrator is in leading a Coalition of three lead partner organizations in carrying out the work of the Merrimack Valley Energy Efficiency Enrichment Program (MVEEEP). This program will be the entry point for this position into our organization that is uniquely positioned to take on environmental advocacy efforts and has future priorities developing in the pipeline. This position reports directly to the Residential Program Director.

**More about the MVEEEP program:**

The Merrimack Valley Energy Efficiency Enrichment Program provides financial support for qualifying projects that install energy efficiency or electrification in residential homes. This program is funded by the Merrimack Valley Renewal Fund to serve low-and-moderate-income residents in the three communities affected by the gas explosions of 2018: Lawrence, Andover, and North Andover. You will work closely with the Project Facilitator, Technical Assistance, and Department of Energy Resources (DOER) to ensure the full implementation of the energy efficiency enrichment program. This is a critical role in the success of the Coalition and in ensuring there is maximum impact for these funds.

**Schedule & Work Location:** 40 hours worked regularly between Monday - Friday 9-5 pm. Evenings and weekends may be required. The majority of the work must be on site (either at Headquarters at 50 Island Street, Lawrence, MA, or in the field) with room for some remote work as approved by your supervisor.

**Key Responsibilities of the role include:**

- Create, strengthen, and deliver climate justice and environmental resilience-based programming that enables the community to adapt to meet equity and environmental goals



[nectarinvests.org](http://nectarinvests.org)

**Massachusetts**  
50 Island Street  
Entry B, Suite 103  
Lawrence, MA 01840  
978-258-2772

**Rhode Island**  
225 Dyer Street  
Providence, RI 02903  
401-217-5977



- Coordinating the Coalition, serving as the liaison between the Coalition and DOER
- Collecting, maintaining, and reporting information regarding Program activities, including outreach, project facilitation, trainings, contractor network management, technical assistance, adoption of measures, and funding allocated and spent
- Collaboratively work with the finance department to maintain the program budget and tracking of funds allocated and spent Management of Salesforce CRM as the main platform being used for centralizing the program's data, activities, and the development of reports
- Maintaining the relationship with the Department of Energy Resources (DOER), through regular communications including emails, phone calls, meetings (virtual and/or in person), and written reporting
- Serving as the lead presenter to stakeholders, and the greater community to ensure the program is communicated effectively externally
- Supporting the refinement of the Program design, providing input on eligibility requirements, incentive/rebate amounts, application procedures, contractor qualification requirements, or quality assurance/quality control procedures/activities
- Management of the Program's \$2.75M budget, tracking all allocated and expended funds across five partners
- Designing and implementing an efficient workflow approach, including coordinating with relevant energy-related programs, to provide a seamless experience for customers and ensure that funding provided under this Program is appropriately coordinated
- Performance of other duties as assigned

**Minimum Requirements:**

- Bachelor's degree
- 3-5 years of project management experience
- Microsoft Office (Word, Excel, PowerPoint)
- Google Suite, preferred
- Salesforce knowledge, preferred
- Bilingual skills in Spanish, preferred

**All Nectar Community Investments employees are expected to:**

- Attend staff-wide meetings and trainings
- Support the leadership with the coordination of organizational events
- Work evenings and weekends as needed
- Ensure compliance is met within scope of work
- Stay abreast of industry trends and changes
- Promote Nectar's services in the community
- Maintain a confidential environment to protect client and organizational information
- Liaise with IT support to ensure information security practices and protocols are enforced



**To be successful in this role, you will have:**

- Familiarity with the Merrimack Valley is preferred
- Management and tracking of program and budget reporting
- Strong written and verbal communication
- Proven ability to partner with internal and external stakeholders.
- Strong time management and organization skills
- Strategic & problem-solving skills
- Strong facilitation skills

**The Ideal candidate would be knowledgeable and/or interested in the following:**

- Clean Energy/Decarbonization of Housing
- Community Development and Social Justice

**About Nectar Community Investments:**

Nectar Community Investments is a community development financial institution (CDFI) and community development corporation (CDC) that provides flexible growth capital, technical assistance and strategic advisory services to small business owners and homeowners in historically disinvested communities. Our purpose is to build generational wealth to close the racial wealth gap. With our robust advice, resourced networks and capital investment, we aim to grow sustainable, thriving and diverse communities driven by equal access and opportunity. Established in 2022 through the merger of Mill Cities Community Investments and the Foundation for Business Equity, Nectar has provided \$29.7 million in small business and residential loans, supporting more than 500 businesses and nearly 1,000 homeowners. To learn more, please visit our website at [nectarinvests.org](https://nectarinvests.org)

**Benefits:** Our benefits package includes the following: medical, dental, and vision insurance with an employer contribution of 80%, flexible spending, dependent care spending, life insurance, retirement plan, paid time off and holidays, and access to an employee assistance program. Vacation time will accrue at a rate of 4.61 hours per pay period up to 15 days, annually, beginning on your start date with the accruals taking on the calendar year. You will be allowed to use up to 40 hours of sick time per year.

**To Apply:** Email a cover letter and resume to [careers@nectarinvests.org](mailto:careers@nectarinvests.org)

*Nectar is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations.*