



Hawaii Green Infrastructure Authority Program and Administrative Officer

About the Organization

The Hawaii Green Infrastructure Authority (“HGIA”), an instrumentality of the state of Hawaii and an Agency attached to the Department of Business, Economic Development and Tourism, was constituted in November 2014 under Act 211 (SLH 2013), which provided a framework to establish a state administered clean energy financing authority.

HGIA’s objective is to make clean energy investments accessible and affordable to Hawaii’s underserved ratepayers; stimulate private investments; and leverage innovative tools to mitigate risks and reach new markets.

For more information about HGIA, please visit us at www.gems.hawaii.gov

About the Opportunity

HGIA is seeking a Program & Administrative Officer (“Program Officer”) to grow and manage a portfolio of products and services providing a full range of end-to-end program planning, business development and stakeholder outreach, implementation and servicing for HGIA’s Programs.

The Program Officer has direct oversight of multiple complex financing programs and products and plays a direct role in the development of HGIA’s capital and program strategies. This position reports to the Executive Director. A qualified candidate will immediately contribute to HGIA’s mission to deploy clean energy and other financing products and services in alignment with HGIA and/or DBEDT’s or the State’s broader goals and objectives.

Responsibilities include:

- Development of new and innovative (and/or enhancements to existing) financing programs to fill market gaps and scale HGIA’s portfolio in a prudent manner directly tied to the goals of the State;
- Portfolio management for timely deployment and oversight of loan funds, including outreach, business development, acquisition, underwriting, processing, funding and servicing of loans;
- Plan, organize, direct and coordinate HGIA’s fiscal responsibilities, including providing supporting documentation to HGIA’s 3rd party CPA bookkeeper, budgets and other fiscal related duties;
- Provides relationship management to potential and existing HGIA partners, including developers, contractors, lenders, vendors, stakeholders, government entities and regulatory agencies.
- Conducts ongoing data analysis and reporting to evaluate the success of HGIA’s capital deployment strategies and impacts. Recommend strategy refinement, as necessary to drive future allocations of HGIA resources; and
- Regularly represent HGIA at external events to increase HGIA’s market presence.

This is a unique opportunity to play a key role in a growing, mission-oriented organization, and as such, successful candidates will be expected to apply an “all hands” approach.

Qualifications

Education & Experience:

The ideal Program & Administrative Officer will have a Bachelor's degree in finance or accounting or other business or clean energy related field plus a minimum of five (5) years in business, clean energy, financial services or relevant State government administration.

Skills:

HGIA seeks candidates that exhibit both mission alignment and professional competency in the following areas:

- Demonstrated understanding of how the different levels of capital stack (Senior Debt, Subordinated Debt, Equity, Tax Equity) impact both projects/companies and investors;
- Demonstrated experience in lending, preferably clean energy and energy efficiency project finance;
- Progressively responsible professional work experience which require a high degree of analytical and problem-solving skills;
- Ability to evaluate emerging clean energy markets and financing mechanisms;
- Proven negotiating and interpersonal skills involving the ability to work with management and a variety of other parties, at all levels, internally and externally;
- Proven writing skills and the ability to communicate effectively, tactfully, and courteously through oral and written communications;
- Proven communication skills and existing relationships with the financial and/or clean energy communities;
- Ability to work within a team of finance and investment professionals.
- Demonstrated experience in innovative product development and management preferred.

Above all, an ideal candidate will be a self-starter with a positive attitude and strong work ethic, eager to learn and grow in a collaborative, fast-paced team environment.

Job Details

- Reports to the Executive Director.
- Competitive compensation, commensurate with experience.
- State benefits, including generous paid time off policies, state holidays, health insurance and retirement benefits.
- This position is located on the island of Oahu.
- This position is exempt from the civil service and considered temporary in nature.

Equal Opportunity

HGIA is an equal employment opportunity employer.

How to Apply

Direct inquiries and/or submit a current resume and cover letter to gwen.s.yamamoto@hawaii.gov.