



## JOB DESCRIPTION

### Economic Inclusion Manager: Construction Project Pipelines, Southern CA

#### Organizational Background

The Emerald Cities Collaborative (ECC) is a national non-profit organization comprised of labor unions, community organizations, social justice advocates, development intermediaries, research and technical assistance providers, and socially responsible businesses. ECC partners are united around the goal of building high road – sustainable, just, and inclusive – regional economies. The Collaborative envisions a future in which American cities are the greenest and most equitable in the world, leading the way to head off global climate change while creating a vital new economic sector with low-income and communities of color as central actors and beneficiaries in this new economy. Visit our website for more information:

<http://www.emeraldcities.org/>

#### EC-Los Angeles

EC-Los Angeles works to ensure that Southern California implements equity-focused sustainable development projects by connecting residents and businesses from disadvantaged communities to jobs and contract opportunities in energy efficiency, renewable energy, and green infrastructure. Specifically, EC-LA is the Workforce Education and Training implementer for the Southern California Regional Energy Network (SoCalREN), a network of over two hundred government agencies. SoCalREN is organized to provide project development, financing, and workforce services to government agencies to help meet California's energy efficiency goals. The three major programs include: 1) E-Contractor – an academy, a series of workshops and coaching services for minority, women and disadvantaged contractors in green building skills, 2) ACES – a high school program that provides high school and college credits and industry skills certificates in energy-related fields; and 3) GPC - a workforce training program for emancipated foster and homeless individuals in energy efficiency. This position will focus on E-Contractor Academy Program.

The E-Contractor Academy Program introduces contractors to project pipelines in building decarbonization and renewable energy. Project owners represent state and city government, utilities, affordable housing developers and general contractors pursuing construction and retrofit projects.

The E-Contractor Academy Programs major focus of work is supporting the development of small minority-, women- and disadvantaged (MWDDBE) contractors with:

- Training, both business and technical, through ECC's E-Contractor Academy
- Connection to pipelines of projects, especially those which decarbonize buildings and provide renewable energy.
- Support in navigating often challenging project procurement processes.
- Support with connecting to a network of back-office service providers in the legal, bonding and insurance, information technology, marketing, and accounting fields.
- Consultation on growth strategies and access to capital: working capital, equipment and vehicle leasing, and equity capital.

#### **Position Description:**

This position, Economic Inclusion Manager: Construction Project Pipelines, will have lead responsibility for successfully connecting contractors to pipelines of projects and helping them to win work by identifying core business capacities necessary to win bids and promoting partnerships with larger contracting firms for teaming agreements. The position will be based in the Southern CA area.

The Manager provides leadership, direct engagement with, and support to small minority-, women- and disadvantaged- (MWDDBE) contractors. The Manager will be part of the Southern CA regional team and will work closely with other regional and national ECC staff responsible for the various aspects of our contractor support program. The Manager will report to the Southern CA Regional Director.

The position is full-time and salaried depending on experience. ECC offers excellent benefits. This position will be a hybrid position with the expectation that the successful candidate will spend at least one day a week in person.

### **Job Duties and Responsibilities:**

#### **Emerald Cities Collaborative**

- Participate in national team meetings
- Collaborate and knowledge sharing with other Emerald Cities chapters

#### **SoCalREN**

- Scheduling, staffing, and maintaining basic documents such as agendas and minutes for SoCalREN meetings and working groups.
- Working with REN contract managers to assure compliance with their requirements
- Assist with monthly and quarterly reporting

#### **E-Contractor Academy Program**

- **Develop opportunities with project pipelines suitable for small minority-, women- and disadvantaged- (MWDDBE) contractors:** Maintain existing ECC relationships and build new relationships with various types of project pipeline “owners” including municipal and institutional building owners, utility programs, state energy efficiency and renewable energy programs, large general contractors, ESCOs, affordable housing developers, and real estate portfolio managers. Document different project owners’ procurement requirements.
- **Work to reform project procurement processes, terms, and requirements to increase supplier diversity:** Apply subject matter knowledge of construction and diversity, equity and inclusion in the construction industry to advise on the methods and processes necessary to increase contractor and workforce diversity in projects with municipal and institutional owners, utility programs, state energy efficiency and renewable energy programs, large general contractors, ESCOs, affordable housing developers, and real estate portfolio managers.
- **Build relationships with and support ECC-affiliated small minority-, women- and disadvantaged- (MWDDBE) contractors in accessing these project pipelines and winning bids:**
  - Facilitate connections (e.g., networking for deal development, mentor/protege relationships) between ECC affiliated contractors and general contractors, subcontractors, and project owners.
  - Provide business coaching to ECC affiliated contractors (e.g., communicating their value proposition to potential clients, accessing bonding and insurance, accessing capital, applying for certifications).
  - Assist ECC affiliated contractors with responding to bid requests (e.g., helping contractors understand and comply with construction procurement requirements, understand the capabilities required to fulfill project work and how best to represent them, do accurate

estimating and understand and negotiate bonding and insurance requirements and payment terms).

- **Other**
  - Track E-Contractor Academy graduates' performance on success metrics.
  - Work with other members of the ECC team to develop the E-Contractor Academy curriculum and other contractor support programs.

### **Experience & Qualifications:**

The ideal candidate has direct experience with reviewing, bidding and/or winning construction bids and has a strong grasp of working with businesses and/or workers within systems promoting diverse procurement. We realize this is a rare combination, so a foundation in one and aptitude for the other would be highly valued as well.

### **Required Experience & Qualifications**

- 5+ years of experience in the construction industry
- Strong commitment to advancing racial, gender and social equity.
- Thorough knowledge and understanding of the construction industry in Southern CA, particularly with the construction sectors associated with building energy efficiency, renewable energy, building electrification, HVAC and building operations
- Experience reviewing, bidding for, and winning construction contracts
- Demonstrated leadership skills, takes initiative and ability to work independently and as a member of a team
- Detail oriented with proven administrative/management skills
- Communicate effectively - verbally and in written form
- Ability to work under pressure and to multi-task - organize and track multiple contractor trainings, schedules, enrollment procedures, and contractor achievement.
- Act judiciously under pressure and adhere to established protocols and procedures at all times.
- Use the Microsoft Office software to perform presentations, tracking, desktop publishing, and other professional software

### **Desired Experience & Qualifications**

- Existing relationships with project pipeline "owners" including municipal and institutional building owners, utility programs, state energy efficiency and renewable energy programs, large general contractors, ESCOs, affordable housing developers, and real estate portfolio managers.
- Experience in increasing contractor diversity for construction projects, for example while working for a large general contractor, government agency or anchor institution.
- Success in working with multiple constituencies – labor, community, industry, and government.

### **Salary and Benefits:**

- Salary commensurate with experience.
- 401(K)
- Dental insurance
- Health insurance
- Vision insurance
- Two weeks' vacation, 12 days sick leave, and federal and state holidays

### **Schedule & Location**

- Monday to Friday
- Remote, with at least one day in-person in the LA-area office.

### **How to Apply**

To apply, send a resume and cover letter to Wendy Angel at [wangel@emeraldcities.org](mailto:wangel@emeraldcities.org). Subject line should read "Economic Inclusion Manager: Construction Project Pipelines, Southern CA – [Your Name]."

*Emerald Cities Collaborative is committed to hiring and advancing personnel with an explicit regard to advance women, people of color, LGBTQ people, and other people from communities traditionally underrepresented in the construction, environmental, and energy efficiency/renewable energy sectors.*