



Employment Opportunity: NYSEIA Business Manager

Overview

New York Solar Energy Industries Association (NYSEIA) is a membership and trade association dedicated to advancing the New York solar market. As the state's longest-standing solar trade association, NYSEIA has successfully influenced the policies, programs, and regulations of the state for more than 25 years. The New York solar market continues to expand and mature, and the next decade will be a pivotal period for solar in the Empire State with key legislative and regulatory changes underway.

NYSEIA seeks a Business Manager to manage and develop its daily operations and procedures, and provide administrative support to the Executive Director and Policy Division.

Responsibilities

- Liaison to the Board of Directors including Board meeting planning and other organizational management
- Business development duties, as directed by the Executive Director and including:
 - Member recruitment and retention; actively respond to members' inquiries
 - Event sponsorship/revenue innovation and implementation
 - Executing funding applications via grants and/or other equitable institutions
- Administrative duties, as directed by the Executive Director and including:
 - Human resources and day-to-day bookkeeping, filing and record keeping
 - Regularly check P.O. Box and be responsive to phone calls
 - Manage bookkeeper, collect membership dues, present financial projections, and maintain liabilities
 - Evaluate internal systems to identify and implement efficiencies
- Member relations and internal support
 - Support NYSEIA staff in facilitating member communications
 - List management and other tasks as directed by the Executive Director

Requirements

- Preference is given to those with experience in communications and/or event planning, and a passion for advancing clean energy.
- The ideal candidate is extremely organized with excellent time management skills, attention to detail, and strong administrative skills.
- Prior experience in an administrative role required; familiarity with Google Suite preferred.
- Ability to work independently, but also coordinate closely with a small team.
- Flexible, adaptable, and willing to take on multiple time-sensitive tasks.
- Ability to work professionally with a range of stakeholders, including staff, board members, decision-makers, coalition partners, and members.
- Demonstrated ability to handle confidential and sensitive information.



Specifications

- This is a full-time remote position based in New York, with preference given to physical location in Albany, NY
- Compensation/salary commensurate with experience.
- Occasional travel to Albany, Long Island, and New York City will be expected.

Application Process

Interested applicants should apply via email to info@nyseia.org with “BUSINESS MANAGER” in the subject line. Please submit a resume/CV and a cover letter elucidating your qualifications and interest in the role. References and/or writing samples also encouraged. Additional information on NYSEIA is available at www.nyseia.org.

Interviews are planned to be conducted between December 14-21, 2022, with expectation of early January 2023 start date.

NYSEIA is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.