



## **POSITION OPEN: Sales Support Specialist**

### **About Empower Energies**

Empower Energies strives to be the leading nationwide provider of turnkey clean energy solutions for the Fortune 500, regional corporations, and public organizations. Our clients trust us to assess, design, finance, and construct their critical projects on time and on budget to meet their ESG goals, reduce their energy costs, and ensure a healthier earth for future generations.

Led by a seasoned management team and backed by climate solutions oriented institutional investors, we have a well-established national footprint of over 200MWs of completed projects. With our world class execution team, Empower Energies is in an excellent position to capture the tremendous market growth opportunities in onsite Solar & Energy Storage System (ESS) as well as community solar.

Our vision is to empower leading businesses and communities in driving America's shift to a modern economy – powered by affordable and reliable renewable energy.

### **Position Description**

Empower Energies is seeking an entry level solar **Sales Support Specialist** with a passion for working in renewables. This individual will support the sales management activities for Empower's key customer accounts. The Sales Support Specialist will play a key role in tracking account updates for multiple projects in various stages of approvals, documenting communications, and updating data entry to support accurate account revenue forecasting. This position will also assist in performing customer energy use analytics and proposal development. This position reports to the Senior Director of Account Management.

### **Job Responsibilities**

- Regularly track updates and assist in moving projects in various stages of development toward project closing
- Closely document client communications to ensure details of discussions are captured and actioned by appropriate parties
- Perform daily data entry and updates to ensure real time accuracy of pipeline reporting
- Perform internal team and process coordination to support timely development of project recommendations for key accounts
- Assist in the performance of energy analytics to understand clients' energy use and billing structure on specific properties under their portfolio
- Create early proposal drafts setting up the response requirements
- Coordinate proposal creation in tandem with other departments including engineering and operations
- Participate in regular client meetings in a support role, listening for key coordination tasks and taking notes to keep meeting outcomes and action steps on track
- Compile, track, and report project details to inform pipeline forecasting

### **Requirements**

- Bachelor's Degree or 2 years of work experience in a professional services office environment
- Acumen with Microsoft Office applications with focus on PowerPoint and Excel required
- High level of organization and detail-orientation
- Experience working in Salesforce or similar CRM platform is desired
- Ability and willingness to work outside of normal business hours during critical deadline periods
- Strong problem-solving and analysis skills
- Superior oral and written communication skills

- A background in sales or business development is a plus, but not a requirement

### **Other Key Competencies**

- Strong desire to gain knowledge about the solar/renewable energy industry
- Proven team player with ability to solve problems and proactively raise potential concerns or issues
- Uncompromising attention to detail
- Excellent time management
- Strong work ethic and willingness to take initiative

### **Compensation**

Empower Energies offers an attractive Total Rewards package including:

- Competitive base salaries commensurate with experience
- Annual cash bonuses
- Generous paid leave
- Employee equity participation
- Comprehensive benefits package including medical, dental, vision, life, and disability insurance including coverage for domestic partners and eligible domestic partner children
- Company HSA contribution for participating employees
- 401(k) plan with company match and immediate vesting
- Continuing education and professional development assistance

### **About our Location**

This position is based out of Empower's home office in the heart of downtown Bethesda, MD, with flexibility for a hybrid work from home schedule. Located at Bethesda's Metro center, the office is easily accessible by commuter train, and includes onsite parking, EV charging, and secure bicycle storage. The building offers amenities such as a fitness center, rooftop employee lounge with outdoor deck, periodic social events onsite, and other tenant benefits. The Bethesda Hyatt Regency with great amenities for business travelers is co-located with the office building.

To apply, please submit cover letter and resume to: [jobs@empowerenergies.com](mailto:jobs@empowerenergies.com) or through our LinkedIn posting

*Empower Energies is an equal opportunity employer and does not discriminate on the basis of race, color, religion, citizenship status, ancestry, age, physical or mental disability, sex, sexual orientation, gender identity or expression, marital status, protected veteran status, or any other basis protected by law, ordinance, or regulation.*