

<b>POSITION:</b>	<b>Manager of Grants and Contracts</b>
<b>STATUS:</b>	Exempt
<b>INITIATIVE:</b>	Energy Systems Network
<b>REPORTS TO:</b>	President & CEO

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## **ESN OVERVIEW:**

An initiative of the Central Indiana Corporate Partnership (CICP), Energy Systems Network (ESN) is an Indianapolis-based non-profit consortium that is Building an Energy Ecosystem® in which all aspects of the energy landscape are integrated – energy generation, transmission and storage, the built environment, multimodal transport, and the electrical grid. Our network of global companies and institutions allows us to develop groundbreaking pilot projects, commercialization opportunities, sustainable startups, and technological innovation to develop solutions to the many energy and mobility challenges we face globally.

ESN has extensive experience leading breakthrough projects in advanced connected and autonomous mobility, battery and energy storage, grid and utility, and 5G connectivity. ESN has specialized in multi-company projects; advisory and consulting services; and creating and facilitating workshops, strategic planning, and research efforts. The vast array of projects includes the Indy Autonomous Challenge, Moving Forward with IHEDA, BlueIndy, Toyota’s “Together In Motion” Indiana, among many others. ESN has also incubated and launched multiple non-profit and for-profit businesses including Battery Innovation Center Indiana Innovation Institute, and Hoosier Solar. These activities are only a sampling of the work conducted with strategic industry partners; commercial entities; utilities and providers; private sector; academic and national institutions; along with local, state, regional, and federal partners. Projects to date have totaled more than \$1 billion in funding.

## **JOB OVERVIEW:**

The Manager of Grants and Contracts is responsible for managing all activities related to executing and supporting current projects grants funding and contracts along with researching, recommending, and implementing new opportunities as relevant to ESN’s portfolio of energy and mobility- projects and programs. Funding areas of interest include:

- Advanced mobility (i.e., Autonomous, Connected, AI)
- Local through to commercial utility scale energy and infrastructure programs
- Microgrids, including remote, grid-connected, and networked
- Energy Storage, Solar, Wind
- Smart controls and integration
- Grid modernization
- Energy efficient affordable housing
- Multi-modal transportation
- Connectivity and Architecture (e.g., 5G, V2G, Smart Cities)
- Emerging innovation and/or grid technology opportunities

**JOB RESPONSIBILITIES:**

- Cooperating with balance of ESN as well as CICIP shared services staff in supporting, tracking, and reporting on current grants and contracts
- Establish and report on current grants and contracts budget, status, and analytics to both internal and external stakeholders.
- Collaborate with various entities to research and develop a capture/application strategy for government (local, state, federal) and philanthropic grant opportunities.
- Co-coordinates and expedites reports and initiative information from executive and directors' inputs.; formulates recommendations and necessary correspondence.
- Assists in financial, procedural, and costing pertaining to program management; prepares and reviews financial and statistical reports; coordinates contract arrangements with other organizations and private parties.
- Ensure all local, state, federal, and private funded programs are in programmatic and budgetary compliance.
- May assist in budget preparation and administration with ESN executive leadership.
- Plan, schedule and track project timelines, milestones and deliverables using appropriate tools.
- Create and maintain comprehensive grants, contracts, and funding related documentation.
- Supporting balance of ESN with organizing, prioritizing, and carrying out multiple projects simultaneously.
- Perform other duties as requested by President and CEO.

**IDEAL QUALIFICATIONS:**

- Bachelor's degree with 2 years' relevant job experience, or direct verifiable experience
- Exhibited experience in the development and/or administration of state and federal grants
- Skilled in and experience with reporting of expenditures, budgets, and forecasting of contract and grant deliverables
- Understanding of current technology and market trends within advanced technologies, mobility, energy, communications connectivity, grid and infrastructure industries is preferred
- Experience in public-private partnerships arena is preferred
- Excellent communication skills, both written and verbal
- Experience writing, preparing, and submitting grant applications for federal funding
- Ability to elicit cooperation from a wide variety of stakeholders
- Experience working independently and, in a team-oriented, collaborative environment
- Proactive problem solver and critical thinker with excellent planning, coordination, and organizational skills
- Excellent research and quantitative skills
- High level of proficiency in the use of Microsoft Office programs

**DETAILS:**

Manager: President & CEO

Office Location: Energy Systems Network, Indianapolis (16Tech Campus)

Travel: Statewide and Nationally as necessary

To apply, please email your resume to [info@energysystemsnetwork.com](mailto:info@energysystemsnetwork.com) and the ESN team will get back to you.