



Job Description Business Development Trainee

About Citizen Energy

Citizen Energy was founded in 2012 with a vision to bring people together to increase the adoption of energy efficiency and accelerate the transition to a 100% clean energy economy. Through our Efficiency as-a-Service solution, we implement energy saving building upgrades for no upfront capital and simple monthly payments. Our experienced team and partners evaluate, finance, design, install, and manage the ongoing performance of building technologies. Our customers own or lease government, commercial, industrial or multifamily buildings and many are underserved small to midsize business owners and organizations. Our customers also save significantly on their energy bills and maintenance budgets, and reduce their impact on carbon emissions. Citizen Energy was founded by former U.S. Department of Energy employees and is headquartered in Washington, DC.

About the Opportunity

Through our partnership with the DC Sustainable Energy Utility (DCSEU), we have an opening for a trainee position which may lead to a full-time position. Trainees will participate in a 3 to 5 month clean energy career development program which will include on the job training, course work, and networking. Trainees will have the unique opportunity to work directly with company owners to drive business growth for our Efficiency as-a Service solution and deploy clean energy technologies like LED lighting, controls, HVAC, solar and EV charging. Trainees will also assist our business development, finance, and operations teams. Above all, this position requires an "all hands on deck" mentality to help the team, as needed, to successfully generate, evaluate, finance, install, and service customer projects.

Responsibilities include:

- Identify potential customers interested in saving and doing their part for the environment
- Assist in the sales cycle; from lead prospecting all the way through contract signature
- Assist in managing existing and developing new sales channel partnerships
- Perform and prepare energy and site audit evaluations
- Use energy and site audit data and technology specs to develop 'winning' proposals
- Assist in financial modeling, project finance and processing utility/government incentives
- Perform administrative tasks as assigned and share ideas for process improvement

Pay & Benefits

- \$20 to \$25 per hour (depending on experience and education)
- Health insurance
- Teleworking
- Paid industry certifications (subject to DCSEU approval)

About You

- Entry-level recent college graduate and/or professional in a career transition
- Resident of the District of Columbia (DCSEU mandatory requirement and you must provide evidence)
- Enthusiastic about proliferating energy efficiency and clean energy to save money while making the world a better place
- Interested in working in a fast-paced startup environment, where your work has a direct impact on company growth
- Proactive, multi-tasker, and focused on meeting objectives and deadlines
- Willing to learn, take ownership, and continuously improve
- Well organized with high attention to detail, accuracy and quality
- Willing to learn the nuances of the energy efficiency and clean energy industry
- Good communications skills (email/phone/in-person)
- Working knowledge of Google Apps, Excel, Word and PowerPoint
- Internship or work experience with a clean energy or energy efficiency company preferred

How to Apply

Email resume (cover letter optional) to jobs@citizen-energy.com