

Project Developer

Job Description | Posted: March, 2023

Overview

Excited about electric vehicles and this rapidly growing industry? ZEF Energy is a highly energized environment with smart people that care about the work they are doing. We seek a diverse array of people and skill sets and encourage all interested individuals to apply!

ZEF Energy Inc. (ZEF) is an electric vehicle (EV) charging solutions company that provides utilities, fleet owners, businesses, and governments the hardware, software, and services needed to deliver reliable and economical electric fueling solutions. ZEF is based in Minneapolis and comprises a team of hardware, engineering, sales, and utility program experts who are excited about serving the emerging, high growth, market of electric vehicles and committed to making a positive environmental impact. As an affirmative action employer, we seek to build a diverse and well-rounded team that supports high-quality output and collaboration.

ZEF Energy has completed EV charging development projects since its origin in 2014, making them well experienced as compared with competitors in the industry. ZEF is looking for a mid-career or experienced project manager that is excited about technology, business entrepreneurship, and the environment. This individual will be working on the front lines of the company and will be integral to providing a top notch customer experience.

Overview of Role

The *Project Developer* will be responsible for oversight of a variety of customer facing projects working with host sites, utilities, contractors, and financing partners. The purpose of the role will be to oversee timely and quality deployment of public charging infrastructure across a variety of project types – from grant awarded corridor charging station projects to large government or utility project deployments.

This role will require strong customer communication skills and the ability to work closely with our Operations and Support teams to help coordinate equipment procurement and delivery, installation and commissioning coordination, and invoicing. Additionally, coordination with Sales and Business Development will make sense when there are opportunities to further develop relationships for ongoing business.

This role will require:

- 1.) **Technical acumen:** experience in the areas of energy/electricity, development, and/or infrastructure construction. The ability to read electrical drawings, technical equipment diagrams, referencing codes and ADA guidelines, and communicate with electrical contractors regarding basic power-supply requirements would be important;
- 2.) **Project management:** a demonstrated ability to deliver projects on time and on budget while meeting required quality specifications. Comfort or experience working



with contract documents and managing partner agreements with site hosts would be necessary.

The *Project Developer* will need to be highly independent, self-directed, and organized. It is required that this individual have three (3) or more years of previous project management experience or project development experience. Depending on candidate experience and interest, there would also likely be opportunities to manage other large external projects and to support the sales team with technical questions.

Primary Activities & Responsibilities

- Have a track record managing one or more projects at one time, including successful oversight of budget and project timeline.
- Extremely strong organizational skills, with the ability to prioritize dynamically based on changing conditions (e.g. partner needs, equipment availability, weather).
- Strong verbal and written communication skills with the ability to present technical information in a professional and responsive manner.
- Communicate technical, financial structure, and timeline details to deliver signed partner agreements.
- Develop and maintain knowledge around charging equipment specifications and options, site layout constraints and best-practices, installation and commissioning specifications, and basic utility infrastructure requirements.
- Coordinate with local partners/contractors during installation and commissioning to ensure that work is completed per the requirements of the customer contract or grant.
- Work closely with the Service & Support Team to ensure that commissioning verification and equipment onboarding are completed successfully after installation.
- Meet development goals set annually and quarterly to ensure that project milestones and internal revenue targets are met.
- Complete invoicing for work completed under awarded contracts to maintain forecasted cash flow for the project(s) being delivered.

The Project Developer will use the ZEF Energy *Project Management Office* (PMO) resources and processes to ensure that a project is well documented and actively managed.

Position Requirements & Hiring Approach

- ZEF is an affirmative action, equal opportunity employer and we welcome applications from all walks of life and types of professional experience.
- This individual must have at least 3 years of prior project management and/or development or construction management experience.
- Full-time position (salaried)

Locational Requirements

- This individual must be available to work from ZEF Energy's head office (downtown Minneapolis, MN) at least 3 days per week with a preference for 5 days per week.
- Some travel may be required, including local or cross-country travel (on average 3-5 times per year)



- This individual must have a driver's license and access to a vehicle for making trips into the field (as needed).

ZEF Environment & Personal Qualities

We are a close-knit team with a friendly can-do attitude, and we are looking for the same in all new team members. We are interested in a candidate that is excited about problem solving and someone who can be effective in a self-directed environment. You'll be energized by the variety of experts you work with -- engineers, software developers, project management, sales, marketing, and policy -- and by learning something new every day. This position will have the opportunity to work on an exciting variety of projects and be a part of a quickly growing and high-impact industry.

Package

- Salary: Starting at \$75,000/year based on experience
- Twice-monthly salary payment
- 401(k) with company matching
- Health and dental benefits
- Flexible working arrangements
- Generous annual vacation time and sick leave

Application Process & Requirements

To apply for this position, please submit your resume and a brief cover letter or an in-email description of why this position interests you. Please submit this information to the hiring manager for this position (Julia Creasy, julia.creasy@zefenergy.com). Applications will be reviewed on a rolling basis until the position is filled.