



## **Position Announcement**

**Quality Assurance Manager (Director Level)**

**Green Bank for Rural America**

**Remote**

The Green Bank for Rural America, a nonprofit subsidiary of [Appalachian Community Capital](#) (ACC), seeks an experienced Quality Assurance Manager (QAM) to oversee the implementation and effectiveness of Green Bank's Quality Assurance program. A recently established organization, the Green Bank is designed to provide financial and technical resources to rural communities across America to create good jobs, build wealth, and support healthier communities.

### **THE ORGANIZATION**

The Green Bank for Rural America (Green Bank) is designed to help rural areas gain the most benefit from the new energy economy. Rural communities have long been the heart of energy production in America, powering the growth of our nation. The Green Bank renews this legacy, working alongside rural communities across America to build resilient local economies and to create new opportunities for a prosperous future.

The Green Bank has been initially capitalized with a \$500 million award from the United States Environmental Protection Agency (EPA). This award will help attract additional private capital, for an estimated \$1.6 billion worth of investments in 2,000 projects. This will provide 13,000 good jobs and a way to preserve the quality of life in rural communities, where local businesses and community leaders work together to help their communities thrive.

The Green Bank drives investment to community lenders as well as technical assistance to local leaders and workforce development partners. The Green Bank aspires to become a self-sustaining entity, ensuring rural communities can leverage the new energy economy to:

1. Create good jobs that stay in rural communities, helping local communities thrive;
2. Help families and businesses save, build wealth, and increase profitability, creating a more prosperous future; and
3. Create healthier communities while preserving the quality of life in rural areas.

Visit [Green Bank](#) for more information.

### **THE POSITION**

The Quality Assurance Manager (QAM) plays a vital role in overseeing the implementation and effectiveness of Green Bank's Quality Assurance (QA) program as outlined in the Quality Assurance Project Plan (QAPP). This Director-level position reports to the Green Bank's Chief Investment Officer (CIO) and with a dotted line to the ACC Chief Risk and Compliance Officer

(CRCO). The QAM ensures the accuracy, integrity, and compliance of environmental data and other critical reporting requirements in alignment with Federal and EPA guidelines. This position collaborates closely with Community Lenders to ensure accurate and timely reporting of financial assistance invested in qualified projects. The QAM is instrumental in upholding Green Bank's commitments under the Greenhouse Gas Reduction Fund (GGRF) program, ensuring high standards of accountability and program effectiveness.

## **KEY RESPONSIBILITIES**

### **Quality Assurance Program Management**

- Develop, implement, and maintain Green Bank's QA program, ensuring alignment with the QAPP and Federal compliance standards.
- Oversee QA activities across ACC, Green Bank, and Community Lender subrecipients to validate data integrity, completeness, and accuracy.
- Conduct periodic independent QA validations and audits to ensure project data meets EPA and programmatic standards.
- Collaborate with internal and external stakeholders to remediate deficiencies identified during QA reviews.

### **Data Collection and Validation**

- Coordinate with Community Lender subrecipients and internal teams to ensure accurate and timely collection of environmental data, including greenhouse gas (GHG) emissions metrics and other required project-level data.
- Validate data consistency and precision using tools and standards, such as EPA-provided calculators, ENERGY STAR Portfolio Manager, and COMET-Farm methodologies.
- Maintain documentation of data sources, methodologies, and validation processes to ensure traceability and compliance.

### **Reporting and Documentation**

- Lead the preparation and submission of semi-annual reports to the EPA, ensuring data quality and adherence to deadlines.
- Produce detailed QA documentation and reports for internal stakeholders, including findings, recommendations, and remediation actions.
- Collaborate with the CIO and CRCO to provide updates to the Green Bank's Steering Committee and other key stakeholders.

### **Training and Communication**

- Develop and deliver QA-related training programs for ACC and Green Bank staff, as well as subrecipients.

- Provide technical support through trainings, office hours, and help desk responses and guidance on QA best practices, including compliance with the QAPP and Federal guidelines.
- Ensure clear communication channels for addressing discrepancies or issues in data collection or reporting.

### **Continuous Improvement**

- Evaluate and refine QA methodologies, tools, and processes to enhance efficiency and effectiveness.
- Stay updated on regulatory changes, particularly EPA and Federal compliance requirements, and implement necessary updates to QA protocols.
- Support the CIO and CRCO in planning and executing strategic quality improvements across the organization.

### **QUALIFICATIONS**

Successful candidates will bring a range of skills, experience, and attributes including:

- 5–7 years of experience in Federal government compliance, with a strong emphasis on EPA regulations and QA practices.
- Demonstrated expertise in environmental data management, including GHG emissions reporting and analysis.
- Strong familiarity with EPA tools and platforms, such as GHG Calculators, ENERGY STAR Portfolio Manager, and related methodologies.
- Experience in managing audits, validations, and corrective action processes.
- Proven ability to train and lead cross-functional teams.
- Exceptional analytical and problem-solving skills, with strong attention to detail.
- Proficiency in data analysis tools, Microsoft Office Suite, and environmental reporting platforms. Familiarity with Smartsheet.
- Excellent written and verbal communication skills.
- Strong project management capabilities, with the ability to manage multiple priorities and meet deadlines.
- Ability to work collaboratively in a dynamic, fast-paced environment.
- Bachelor’s degree in environmental science, Engineering, Business Administration, or a related field (Master’s degree preferred).

The position will be one of several director-level positions hired as the Green Bank is developing and provides an opportunity for professional growth and development. Green Bank provides a collaborative and mission-driven work environment focused on community impact. Salary will be commensurate with experience within the range of \$150K-\$175K, and the Green Bank offers a competitive benefits package through a Professional Employment Organization. The position will be remote. Regular travel is expected.

## **EQUAL OPPORTUNITY EMPLOYER**

Green Bank is an equal opportunity employer. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We are committed to creating a collaborative and thriving work environment for all employees.

It is Green Bank's commitment to treat all its employees and candidates for employment with dignity and respect and to provide a workplace that is free from discrimination, whether that discrimination is based on race, color, religion, sex, national origin, disability, political affiliation, marital status, ages, sexual orientation, gender identity, pregnancy, or other non-merit factors. The Green Bank strives to have a workforce that is representative of the communities we serve.

## **APPLICATION PROCESS**

To apply, upload detailed resume and cover letter explaining qualifications and motivations for joining Green Bank by clicking [here](#). For inquiries, contact Samantha Sadiv at [Samantha.Sadiv@cbiz.com](mailto:Samantha.Sadiv@cbiz.com). Resume review begins immediately.

## **About CBIZ's Nonprofit & Social Sector Group**

CBIZ's Nonprofit & Social Sector Group is working with Appalachian Community Capital and the Green Bank for Rural America to support the search. Our group is a mission-driven professional services firm seeking to do more for nonprofits and socially conscious organizations. Learn more about our work here: [Nonprofit & Social Sector](#).