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**Development Coordinator– SunVest Solar, LLC – Geneva, IL** ([www.sunvest.com](http://www.sunvest.com))

SunVest Solar, LLC is a leading developer of distributed-scale solar energy projects. We are looking for qualified and motivated candidates to fill a full-time project development support role reporting to the Director of Program Management and Interconnection. This opportunity will be based out of SunVest’s Geneva, IL office.

**Position Overview**

As a Development Coordinator you will support our team with initial landowner outreach, land lease & purchase option maintenance, and file management. We are looking for someone who has strong organizational skills, ability to work independently, and problem solve. Experience with real estate documents is encouraged but not necessary. Full-time position with benefits, competitive base salary based on experience, and bonus opportunities.

**Responsibilities:**

* Manage initial mailing outreach to landowners and local officials
* Search publicly available data to identify potential fatal flaws
* Help track and update project data in company ERP/CRM/PM Software
* Record legal documents via online or in-person
* Assist with permit filing and management

**Minimum Qualifications:**

* Zero to five years of relevant experience
* Bachelor’s degree
* Excellent organizational and written/oral communication skills
* Demonstrated knowledge of organizational software such as Excel, etc.
* The ability to work in a fast-paced entrepreneurial environment to meet challenging deadlines
* Strong critical thinking skills with the ability to work independently

**Compensation & Benefits:**

* Full-time position with competitive base salary commensurate with experience, bonus opportunities, 401(k) employer match, health/vision/dental benefits
* Paid time off including company holidays
* Opportunity for advancement

SunVest Solar, LLC is an equal opportunity employer. All employment decisions are based on the principles of equal opportunity. These decisions include recruitment, selection, promotion, discipline, compensation, training and other personnel actions involving all persons in all job titles and shall occur without regard to race, color, religion, sex, age, national origin, disability, genetic information, military status, sexual orientation, and gender identity.