### **Position Title: Incentives Pursuit Coordinator (US Applications)**

**Schedule:** Full-time (40 hours per week)
**Location:** Remote (U.S.-based)

### **Position Overview**

The Incentives Pursuit Coordinator (US Applications) is a full-time, remote role supporting the pursuit of infrastructure-scale funding opportunities. This position plays a key role in identifying, developing, and submitting competitive applications for grants, rebates, voucher programs, and other incentive mechanisms at the federal, state, local, and utility levels.

The Pursuit Coordinator will collaborate closely with development teams, accounting/finance, and various internal/external stakeholders to ensure applications are aligned with application/eligibility requirements, project scope, procurement timelines, design and permitting milestones, construction schedules, and all applicable aspects to building a competitive application. The role also includes creating internal compliance documentation, providing updates as needed through contracting in support of award contract negotiations.

This is a highly detail-oriented role requiring experience in grant writing and compliance for construction and capital project environments (not foundation or nonprofit funding). The ideal candidate will have the ability to operate both independently and collaboratively across the full pre-award lifecycle, from opportunity identification through grant award contracting. The ideal candidate is detail-oriented and comfortable working across internal and external stakeholders to manage all pre-award activities, monitor funding award statuses, and create audit-ready documentation to be handed off to the post-award project coordinator upon award.

### **Key Responsibilities**

#### **Application Development & Pursuit**

* Identify and track relevant funding opportunities (federal, state, local, and utility).
* Draft and coordinate grant applications for large-scale EV infrastructure and development projects. Examples include: Hubs, Depots, Workplace charging, On-demand charging, Equipment, Capital Improvements, Energy, and more.
* Collaborate with internal development teams to align applications with project scope, budget, procurement strategy, design, permitting, and construction schedule.
* Application development, inclusive of all aspects of the application process, including but not limited to all narrative components, budget documentation and justifications, required attachments, and anything else required for the full application submission.
* Application submission via the funder submission method, such as submission portal or email.

#### **Pre-Award Compliance & Documentation**

* Develop internal compliance documents at the time of application development; update and correct at contracting stage for handoff to post-award Project Coordinator.
* Ensure all applications address funder requirements and eligibility rules for construction and infrastructure-focused incentives.
* Support pre-award contracting processes, including review of terms, conditions, and funding obligations.
* Maintain updates to application trackers and documentation folders for all pre-award pursuits.

#### **Cross-Functional Coordination**

* Coordinate inputs from operations, design, procurement, accounting teams, and other internal/external stakeholders to ensure application accuracy and competitiveness.
* Cross departmental coordination to align application budgets with internal cost tracking and funder expectations.
* Support preparation of materials for leadership reviews and external funder discussions during the application and contracting stages.

#### **Tracking & Reporting**

* Maintain centralized trackers of application deadlines, submissions, and outcomes.
* Provide internal updates to leadership on pursuit pipeline, application status, and upcoming funding opportunities.
* Track pre-award risks, milestones, and required approvals to ensure applications remain competitive and compliant.

### **Qualifications**

* 3–5 years of experience in grant writing or application development for infrastructure, construction, capital expenditures, or development projects.
* Demonstrated success preparing applications for federal, state, local, or utility-based programs (experience limited to nonprofit/foundation grants will not meet requirements).
* Strong understanding of procurement, permitting, design, and construction schedules as they relate to funded projects.
* Experience with compliance frameworks for incentive-funded projects, including documentation and audit-readiness.
* Familiarity with reimbursement-based funding programs (grants, rebates, vouchers, credits).
* Strong written communication and organizational skills with ability to manage multiple applications simultaneously.
* Excellent attention to detail and ability to manage documentation across multiple systems and formats.
* Demonstrated ability to meet deadlines, communicate risks, and maintain organized records across multiple concurrent projects.
* Strong Excel/Google Sheets and document management skills for application preparation and compliance tracking.
* Applicants with experience supporting public-private infrastructure projects or reimbursement-based funding are preferred