

# Grace Hancock

gracekhancock@gmail.com | 405-317-1793 | linkedin.com/in/grace-k-hancock

## Education

---

### **Duke University, Nicholas School of the Environment, 2020**

**Durham, NC**

- Master of Environmental Management - Environmental Economics and Policy
- Capstone - [Planning a Sustainable Urban Forest](#): Identifying a Path to Equitable Environments

### **University of Oklahoma, 2010**

**Norman, OK**

- Bachelor of Business Administration – Management

## Professional Experience

---

### **Senior Manager for Policy & Strategic Partnerships | Philadelphia Energy Authority | Philadelphia, PA November 2023-Present**

#### *Policy & Strategic Partnerships*

- Manage the creation and implementation of a strategic plan to leverage funding from the Inflation Reduction Act to expand and scale local, equitable clean energy projects and programs with both internal team and external partners.
- Translate this big picture vision to implementation by: tracking and summarizing all federal climate funding opportunities; mapping funding opportunities to existing and future projects and programs; assisting with the development and implementation of projects and programs that leverage federal funding; assisting with the development of grant applications; and managing consultants and key partners.
- Understand and communicate the basic details and value of PEA's projects and programs that include energy efficiency, electrification, clean energy, and workforce across residential, commercial, industrial, municipal, and institutional sectors to key stakeholders to build support and secure resources to help grow and scale work.
- Communicate details of the IRA to internal and external audiences via written and verbal formats.
- Monitor and engage with state and local policy efforts, especially where they intersect with federal funding

### **Sustainability Manager | City of Edina, MN**

**2020-2023**

#### *Strategic planning:*

- Led the development, passage and implementation of Edina's first Climate Action Plan (CAP), centered on environmental justice principles. Achieved by convening diverse perspectives across internal departments and resident stakeholder perspectives through a nine-month process led by a 25-person community task force that surfaced and prioritized climate actions to meet community goals.
- Managed day-to-day implementation of the CAP; track progress by establishing annual work plans with inter-departmental staff, agree on metrics to measure success, seek financial and decision-maker support.
- Acted as a hub for city sustainability efforts. Maintain expertise across disciplines to effectively identify common goals, opportunities and resources to advance priorities.
- Used biennial greenhouse gas (GHG) inventories to provide quantitative evaluation of program successes. Work with internal department staff to evaluate program effectiveness, and near and long-term needs to meet City goals.
- Collaborated and maintained professional relationships with internal city departments, neighboring city sustainability staff, residential clean energy non-profits, utility representatives, residents and business representatives along with key contacts at the regional and state level to set and meet environmental goals while improving residents' lives.
- Communicated a compelling narrative of climate action underway by delivering annual State of Sustainability presentation to City Council and maintaining Edina's Community Climate Action Report ArcGIS dashboard for resident transparency.
- Presented City climate priorities to residents, businesses, interested environmental partners, policymakers and other governmental agencies or internal departments.

#### *Partnerships:*

- Advised state government officials on new program development, including MN's new statewide building benchmarking program, the emerging state competitiveness fund and green bank. Join coalitions to advocate for state-level changes such as advanced building codes.

- Collaborated with Cities of Minneapolis, Eden Prairie and St. Louis Park to launch Twin Cities metro “Electrify Everything MN” 2023 home electrification website and campaign to inform residents about electrification technology and IRA incentives to take action.
- Implemented a federally-funded “Whole Home, Whole Health” pilot to fully weatherize and electrify at least 10 homes of low-income residents across three suburban cities, to demonstrate the value and viability of electrification technology in a cold climate. Requires deep understanding of existing conditions around workforce development and specific building technologies, strong community relationships with residents and trusted messengers, and ability to regularly track progress while collaborating across interests and jurisdictions to improve residents’ lives.
- Developed Edina Values Viewfinder tool in partnership with City Public Health, Community Engagement and Race & Equity Divisions, resulting in a facilitated process to guide municipal decision-makers as they seek to understand, evaluate, and communicate the opportunities and trade-offs of a given decision using these foci.

*Funding management:*

- Directed annual \$1M Sustainability Fund budget; balance different priorities across climate action disciplines and stakeholders to leverage outside funding and achieve long-term goals.
- Proactively built relationships and strategies to stack funding opportunities at the local, state, and federal level to accelerate Edina CAP goals.
- Engaged external networks including Urban Sustainability Directors Network and US Climate Mayors to stay up to date on funding announcements and best practices to successfully apply for, receive and implement federal funding leading to greater community environmental justice.
- Led federal funding planning process with cross-departmental staff to identify project priorities, stage application and implementation timing, cultivate partners and evaluate capacity needed to be successful. Developed shovel-ready projects that can be deployed as funding is accessed.
- Crafted funding applications, manage application materials and submission, communicate timelines and milestones to project participants.
- Participated in federal funding implementation planning with neighboring cities, county, regional planning organizations, and state governments to align goals and maximize impact.

**Finance and Strategy Director | The Nature Conservancy | Arlington, VA**

**2014-2018**

*Finance:*

- Provided financial direction and management for 100 geographically dispersed staff in the US across 13 conservation strategies; built and managed annual regional budgets totaling ~\$35M.
- Advised disparate teams on financial position, and sought out opportunities for collaboration to optimize mutual conservation or financial gains.
- Led full funding lifecycle: developed budgets and accompanying narrative for grant applications, advised project teams on spending progress and tracked milestones, reported timely and accurate financial analyses to leadership team members, project managers and grant funders, communicating financial and technical information to diverse audiences.
- Forecasted financial sustainability to inform multi-year strategic planning, ensuring fiscal viability and mission success.

*Strategy:*

- Supervised Project Management team; strategically deployed a staff of four across 13 disciplines and reconfigured staff project portfolios as organizational priorities shifted.
- Worked with a cohort to develop an annual strategic plan development process. The process efficiently engaged regional conservation team members, surfaced their expertise and perspectives, and aligned these with organizational expectations and goals.
- Navigated complexities of a global organization operating locally; prioritized relationship building across geographies and organizational functions to demonstrate importance of regional team’s work and ensure access to adequate resources to succeed.
- Created process improvements to more efficiently deliver regular project and funding reports from field staff to organizational executives and funders.

**Finance and Office Manager | American Hiking Society | Silver Spring, MD**

**2012 – 2014**

**Office Administrator | Keep Oklahoma Beautiful | Oklahoma City, OK**

**2009 – 2012**