

**National Association of State Energy Officials (NASEO)  
Position Description**

**Efficiency and Planning Program Manager**

**Position Description**

The Program Manager leads policy analysis, issues development, and project implementation under NASEO's state energy planning and low and moderate income programs. In these areas, NASEO works with State Energy Offices, the U.S. Department of Energy, foundations and a range of stakeholders to provide technical support and analysis to states as they develop comprehensive state energy plans, and integrate equity and low-income considerations into their energy policy and program design.

The Program Manager will serve as the subject matter expert and lead coordinator for NASEO's State Energy Planning program. In this capacity, the selected candidate will:

- Manage projects and activities related to state energy planning, including regional activities and events;
- Track and maintain information regarding state energy plans, pending plan releases, and pertinent updates in the online NASEO State Energy Plans Database, as well as state energy office and relevant legislative activities generally;
- Host calls, webinars, and provide technical assistance to states on specific issue areas; and,
- Develop memos, reports, online posts, and other written products to support state energy planning efforts and promote state energy office activities.

In addition, the Program Manager will serve as the main coordinator and subject matter expert on low-income housing energy policy and program issues, particularly for multifamily rental properties. In this capacity, the selected candidate will:

- Educate and inform targeted State Energy Offices on policy, planning, and program opportunities to improve the energy performance of low-income housing.
- Track and analyze key challenges and considerations for State Energy Offices pursuing energy efficiency programs in low-income housing, including consumer protections, financing and funding constraints, and strategic partnerships with private sector and public sector stakeholders.
- Lead fundraising and grant-writing for continued and expanded engagement with State Energy Offices on low-income housing energy issues.

The Program Manager will also assist the Managing Director in coordinating NASEO's sponsorship of the 2018 and 2019 U.S. Energy and Employment Reports, including coordinating with key stakeholders, funders, and the project team.

Highly qualified candidates may be considered for this position at the Program Director level.

## **Responsibilities and Expectations**

- Represent the interests of NASEO and its members.
- Develop and monitor project schedules and deliverables.
- Identify opportunities for new projects and prepares grant applications.
- Develop project-based deliverables, including primers, memos, and case studies.
- Provide regular outreach and assistance to members on projects through the development of webcasts, conference calls, and meetings.
- Manage upkeep of website in assigned areas ensuring that material is timely.
- Support meeting preparation and development.
- Rapidly respond to member inquiries on a variety of topics.
- Maintain excellent working relationships with members and funding agencies.
- Track results of projects and prepare funding agency reports as needed.
- Support program-specific committees.

## **Minimum Qualifications**

- Bachelor's degree plus two or more years of relevant and progressive work experience.
- Demonstrated competence in research and analytical tasks.
- Exceptional skills in writing and editing.
- Demonstrated competence in working effectively with constituents and an understanding of member service.
- Skill and competence in working independently on multiple projects.
- Strong understanding of federal funding and grants management.

**Compensation:** Commensurate with experience.

**How to Apply:** Interested candidates should submit a resume and cover letter to: [sfazeli@naseo.org](mailto:sfazeli@naseo.org) with the subject line "Job Application for Program Manager."

**Closing Date:** Open until filled.

This position is located at NASEO's office in Arlington, VA.