

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

Program Director

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The Program Director leads policy analysis, issues development, and project implementation under NASEO's state energy planning and assistance program. 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 implement policies and programs across the energy sector.

The Program Director 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 leading the development of regional activities and events, developing budgets, and managing staff across projects;
- Coordinate NASEO's interaction with offices within the U.S. Department of Energy and outside stakeholders;
- 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;
- Leverage the significant value of states' stakeholder planning activities by assisting in engaging private sector experts and analyses to inform state actions;
- 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 support NASEO's transportation program and 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:

- Provide research and analytical support to State Energy Offices on transportation policies and programs at the state and federal level.
- Assist with coordinating NASEO's Transportation Committee, VW Settlement Working Group, and other transportation initiatives.

- 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.

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, Masters degree preferred.
- 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.

This position may be hired at the Program Director level, depending on the applicant's qualifications.

Compensation: Commensurate with experience.

How to Apply: Interested candidates should submit a resume and cover letter to: cpowers@naseo.org with the subject line "Job Application for Program Director."

Closing Date: Open until filled.

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