

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

**Communications Manager**

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The National Association of State Energy Officials (NASEO) seeks a Communications Manager to provide communications support for NASEO's programs and committees and to improve engagement of State Energy Office and Affiliate members. Additionally, the Communications Manager will assist NASEO staff in conveying information about the work of the State Energy Offices and NASEO to external audiences in support of policy development, sharing best practices, and fundraising. While some communications activities will focus on external audiences and the media, the majority of communications will focus on meeting member and funder information needs.

The Communications Manager will report to NASEO senior management and will develop, implement, and coordinate a communications strategy with the goal of aligning and improving internal coordination among NASEO program areas, as well as elevating the visibility of NASEO's work, policy priorities, and engagement of the State and Territory Energy Offices. This role will be responsible for enhancing the content and appearance of NASEO's website, supporting the development of funding proposals and applications, and improving the editorial quality of all NASEO written communications.

The Communications Manager will assist senior NASEO staff in communicating regularly with state and external partners, including federal, corporate, philanthropic and NGO representatives. The ideal applicant will demonstrate sound judgement, exceptional writing and speaking skills, an enthusiastic demeanor, strategic thinking, and strong interpersonal abilities.

**Responsibilities and Expectations**

- Assist NASEO staff in designing and presenting policy research and analysis information to a range of technical and non-technical audiences.
- Assist NASEO staff in developing best practices information on state energy policy and program activities.
- Assist NASEO staff in preparing narrative elements of funding proposals.
- Plan, manage, and execute an integrated communications strategy to enhance NASEO's communications across multiple platforms.
- Update and maintain website content to ensure it remains timely and engaging.
- Create newsletters to promote NASEO and NASEO member initiatives, successes, events, and projects.
- Create promotional messaging and develop and design materials and brochures in support of NASEO's two annual conference and other events.

- Coordinate regular meetings with NASEO management and program staff to improve internal coordination and messaging.
- Lead coordination and promotional messaging for NASEO's private-sector Affiliates membership program.
- Prepare press releases, arrange interviews, and compile press kits on important issues.
- Collaborate with NASEO staff to improve messaging to existing and prospective funders.

### **Minimum Qualifications**

- Bachelor's degree or equivalent work experience in related field.
- Excellent writing, speaking, proofreading, project management, and computer/word processing abilities.
- Successful track record in creating web and social media content.
- Attention to detail.
- Travel to NASEO conferences and events.

### **About NASEO**

NASEO is the only national non-profit association for the governor-designated energy officials from each of the 56 states and territories. Formed in the states in 1986, NASEO facilitates peer learning among state energy officials, serves as a resource for and about state energy offices, and advocates the interests of the state energy offices to Congress and federal agencies.

NASEO offers competitive compensation and benefits, significant and regular opportunities for professional growth, and a collegial, fast-paced work environment. More information about NASEO's members, programs, and events is available at: [www.naseo.org](http://www.naseo.org)

### **Compensation**

Commensurate with experience.

### **How to Apply**

Interested candidates should submit a resume and cover letter to [jobs@naseo.org](mailto:jobs@naseo.org) with the subject line "NASEO Communications Manager – [NAME]."

### **Closing Date**

Applications will be reviewed on a rolling basis.

### **Location**

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