

## **National Association of State Energy Officials (NASEO)**

### **Job Announcement**

#### **Program Director – Utility Policy and Regulation**

NASEO facilitates regional and national dialogues on a range of topics related to the production, distribution, and consumption of electricity, natural gas, and liquid fuels. The Program Director will lead analysis, strategy, fundraising, and work plan implementation for NASEO to support electricity and natural gas utility policy and regulation. NASEO works with State Energy Offices, the U.S. Department of Energy, and a range of industry and business stakeholders to analyze market changes impacting state, federal, and local utility regulation and policy development, and to share best practices among our state and territory members.

The Program Director position operates in support of NASEO's members and includes responsibilities such as conducting outreach to states and private sector partners, authoring reports and recommendations, identifying fundraising opportunities and leading proposal development, facilitating meetings, engaging external audiences, and representing NASEO at meetings and events. The position requires exceptional written and oral communications skills, a deep understanding of utility regulation, markets, and policies, and attention to completing funded deliverables to meet both NASEO member goals and funder expectations.

The Program Director will also provide support for NASEO's Energy Assurance program. Under the Energy Assurance program, NASEO enables states to better respond to energy supply disruptions and enhance the resiliency of energy infrastructure, and facilitates cross-sector communication to strengthen resiliency in the energy, transportation, and infrastructure sectors. In this capacity, the Program Director will draft reports and recommendations, conduct outreach to states and private sector partners, facilitate meetings, and represent NASEO at meetings and events.

The ideal candidate will have professional experience in and an understanding of utility issues, energy emergency preparedness, and experience in federal contract and grant management.

NASEO is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.

#### **Responsibilities and Expectations**

- Represent the interests of NASEO and its members
- Identify and interpret emerging issues and trends in electricity markets and the regulatory and policy landscape, and communicate salient issues to NASEO members
- Maintain excellent working relationships with members and funding agencies
- Track results of projects and prepare funding agency reports as needed
- Identify opportunities for new projects and prepares grant applications
- Develop and monitor project schedules and deliverables
- Support meeting preparation and development
- Provide regular outreach and assistance to members on projects through the development of webcasts, conference calls, and meetings

- Support program-specific committees

**Minimum Qualifications**

- Bachelor's degree plus five or more years of relevant and progressive work experience
- Exceptional written and oral communication skills
- Demonstrated competence in working effectively with constituents and an understanding of member service
- Strong experience in fundraising and proposal development, and maintaining funder relationships
- 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: [cpowers@naseo.org](mailto:cpowers@naseo.org) with the subject line "Job Application for Program Director."

**Closing Date:** September 28, 2018

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