

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

Program Manager

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The National Association of State Energy Officials (NASEO) seeks an entry- to mid-level Program Manager to support NASEO's growing [electricity](#) and [energy security](#) programs covering a range of state energy policy and program issues. In these areas, NASEO works with the 56 State and Territory Energy Offices, private sector Affiliate members, federal agencies, foundations, and a range of stakeholders to advance practical and effective energy policies and programs.

The Program Manager, working under the direction of the Senior Program Director for Electricity and reporting to the Managing Director, will be responsible for coordinating and convening NASEO members for calls, webinars, and events; compiling examples, policy information, and data to support the creation of program resources and databases; providing project management, budget management, and proposal development support; and conducting research and analysis on electricity policies and state energy assurance planning.

The Program Manager will communicate regularly with state and external partners, including federal, corporate, philanthropic, and NGO representatives. The ideal applicant will demonstrate sound judgement, an enthusiastic demeanor, strategic thinking, strong interpersonal abilities, and exceptional writing skills. An exceptionally qualified candidate may be hired at the Senior Program Manager level.

Responsibilities and Expectations

- Provide project management and grant reporting support for relevant electricity and energy security cooperative agreements.
- Conduct research and analysis on electricity, energy security, cybersecurity, and resilience planning issues.
- Develop pertinent papers, presentations, articles, and related materials for NASEO members and other stakeholders.
- Coordinate program-related conference calls, webinars, and events.
- Support NASEO's delivery of technical assistance to states on an as-requested basis.
- Identify opportunities for new projects and help prepare proposal applications.
- Support NASEO Annual Meeting and Energy Policy Outlook Conference preparation and development as well as any other special events and meetings such as workshops and energy security exercises.
- Provide rapid and timely response to member inquiries on assigned topics.
- Support member responses during active energy emergencies.
- Travel to NASEO events (NASEO travel is currently on hold due to the COVID-19 pandemic and will resume when it is determined to be safe).

Minimum Qualifications

- Bachelor's degree or equivalent work experience in related field. Master's degree preferred.
- Excellent writing, speaking, facilitation, analysis, project management, and computer/word processing abilities.
- Demonstrated success in research and analytical tasks.
- Ability to work independently as well as on a team on multiple projects and initiatives.
- Attention to detail.

Desired Qualifications

- Experience with U.S. Department of Energy cooperative agreement project management and reporting requirements.
- Knowledge of electricity, energy security, cybersecurity, and resilience planning topics.
- Understanding of the role of State Energy Offices and state governments.

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.

Compensation

Commensurate with experience. The position is subject to continued funding.

How to Apply

Interested candidates should submit a resume and cover letter to jobs@naseo.org with the subject line "NASEO Program Manager– [NAME]." Please indicate your salary expectations in your application.

Closing Date

Applications will be reviewed on a rolling basis.

Location

This position is located in NASEO's office in Arlington, Virginia. Currently, the position is remote due to the COVID-19 pandemic.