

Position: Director of Policy
Reports To: Executive Director
FLSA Class: Exempt
Supervises: Members of Policy Team

Position Summary:

The Director of Policy works in conjunction with NCSEA leadership, the Policy Team, NCSEA's lobbyists and other contractors, legislative and government entities, and clean energy stakeholders to develop, enact, and implement policy strategies that support and advance NCSEA's mission. As a member of the Leadership Team, the Director of Policy provides leadership and development to Policy Team members, directs policy advocacy and legislative engagement, and advises the organization on all policy and advocacy issues. Individual leads the Leadership Team in collaboratively setting state level policy goals for implementation at the NC General Assembly, the NC Utilities Commission, the NC Governor's Office, and other executive agencies. Additionally, this position manages a team of 3-7 staff members, including attorneys.

Responsibilities:

Policy Research, Analysis, and Development

- Oversee NCSEA's policy agenda and strategies, ensuring advocacy objectives, lobbying efforts, and legal strategy are aligned with NCSEA's mission and organizational priorities.
- Participate as a core team member in the development of policy initiatives, campaign plans, and strategies to achieve and implement NCSEA's policy goals.
- Provide policy and technical analysis, both formal and informal, on which to base NCSEA's policy goals, ensuring that NCSEA's policy work is high quality and impactful.
- Document NCSEA's policy outcomes and achievements.
- Draft policy memos, white papers, and other materials for communicating NCSEA's policy information and updates.
- Monitor policy activities, decisions, and other issues in North Carolina, as well as other states.
- Educate staff that is not actively involved in policy work on recent policy decisions, current policy activities, and NCSEA's policy goals and desired outcomes
- Incorporate best practices into all policy efforts, and anticipate/address changes in the political, electoral, and public policy environment.
- Strive to continually improve NCSEA's policy information tools and resources.
- Ensure compliance with laws and guidelines established by federal, state, and local legislative bodies, regulatory agencies, and courts including lobbyist registration and reporting.

Member, Partner, and Industry Relationships

- Coordinate with all teams and relevant external groups to develop policy positions and strategies. Communicate NCSEA's policy goals, positions, and initiatives

with NCSEA's members and partners, including both technical and lay audiences, through presentations, calls, and written updates.

- Lead and/or participate in working group meetings, forums, and other convenings related to specific industries or policy issues.
- Work with NCSEA team to build and maintain relationships, partnerships, and alliances with industry participants, community and government leaders, and other stakeholders necessary to achieve NCSEA's policy goals and generate productive policy outcomes.

Regulatory

- Ensure NCSEA is adequately represented before the NC Utilities Commission and the Federal Energy Regulatory Commission on issues related to renewable energy and energy efficiency, including but not limited to long-term energy planning, renewable energy procurement, utility business model reform, customer access to clean energy.
- Work with NCSEA's Leadership and Policy Teams to determine when to engage in proceedings before the NC Utilities Commission and the Federal Energy Regulatory Commission.
- With input from NCSEA's Policy Team, craft campaign plans, strategies, and initiatives for NCSEA's engagement in proceedings before the NC Utilities Commission and the Federal Energy Regulatory Commission.
- Ensure legal research necessary for litigation is performed by the Policy Team's staff attorneys; stay abreast of filings and regulatory proceedings, and ensure NCSEA is well informed on relevant issues.
- Collaborate with other participants in the regulatory process including utilities, other intervenors, the Public Staff, and regulators.

Government Affairs

- Direct all government affairs activities carried out by NCSEA's government affairs team, including lobbyists and other contractors
- Communicate NCSEA's policy goals, positions, and initiatives to legislative audiences.
- Ensure legal research is carried out to support the development of legislation to implement NCSEA's policy goals.
- Assist in the drafting of legislation to implement NCSEA's policy goals.

General Administration and Management

- Serve as a member of NCSEA's Leadership Team; provide input into strategic planning and support the implementation of organizational changes and initiatives.
- Provide onboarding, training, supervision and professional development to members of the Policy Team (consists of 3-7 team members).
- Oversee activities of NCSEA contract lobbyists and other contractors and vendors that support the Policy Team.
- Assist with the drafting of grant proposals, grant reporting, and other fundraising activities, as requested.
- Provide policy support for events and other member engagement activities.



- Provide input into and maintain NCSEA's policy budget.
- Participate in other activities as assigned by the Executive Director.

Knowledge, Skills, and Abilities:

- Demonstrated policy research, analysis, and development skills.
- Excellent communication, organizational, networking, and public speaking skills; demonstrated ability to clearly and succinctly communicate complex policy and technical information to lay audiences.
- Proven ability to handle confidential information with discretion, be adaptable to various scenarios and handle sensitive issues with grace.
- Ability to interact effectively with elected officials, government agencies, business leaders, academics, non-governmental organizations and stakeholder groups.
- Familiarity with energy policy, particularly state and federal utility regulation and distributed energy generation and energy efficiency programs and technologies.
- Demonstrated understanding of the utility, renewable energy, and energy efficiency industries business models.
- In-depth knowledge of Chapter 62 of the North Carolina General Statutes.
- Highly proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint)

Qualifications

- Bachelor's Degree in Public Policy or related degree; Master's Degree preferred.
- Minimum of seven years of progressive experience in the area of energy or climate policy, with at least 2 years in a leadership or supervisory role.
- Demonstrated policy research and analysis skills.
- Exceptional written and interpersonal communication skills.

How to Apply:

Send your resume and a letter of interest to:

Careers@energync.org

NCSEA is proud to be an Equal Opportunity Employer.

We do not discriminate based upon race, religion, color, national origin, gender (Including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. NCSEA believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.