



**Position:** Equity, Diversity & Inclusion (ED&I) Manager  
**Reports To:** Director of Core Services  
**FLSA Class:** Exempt  
**Supervises:** Interns and Fellows

**Position Summary:**

The Equity, Diversity, & Inclusion (ED&I) Manager is responsible for leading the development and implementation of programs, strategies, and initiatives that promote diversity, equity, and inclusion within the organization, as well as advancing ED&I principles, partnerships, and initiatives throughout the clean energy industry and community. Individual serves as a subject matter expert and champion of ED&I, accountable for integrating ED&I principles and best practices into NCSEA's culture and across all program areas.

**Responsibilities:**

- Collaborate with the ED&I Core Committee, ED&I Board Committee, and all NCSEA teams, to develop and implement the organization's ED&I strategic plan, including goals, strategies, metrics, timelines, budgets, and partners.
- Ensure ED&I strategies and initiatives are aligned with broader organizational goals and integrated across all programs and teams.
- Coordinate internal ED&I meetings and activities, ensuring they are inclusive, organized, and impactful.
- Serve as liaison to the ED&I Board Committee, and assist committee chair with scheduling meetings, setting agendas, and providing reports on progress.
- Work together with the ED&I Core Committee to implement and monitor all ED&I activities and initiatives.
- Track and report on progress towards ED&I goals and metrics.
- Serve as a knowledgeable resource and educator regarding ED&I concepts and issues, as well as the impact of current and past energy policy.
- Work together with the Director of Core Services to ensure all staff engage in both structured and unstructured learning opportunities; provide training, coaching, and guidance to team members as appropriate.
- Conduct ED&I related research and analysis to stay abreast of trends, policy and thought leadership that will continuously influence strategies; coordinate with NCSEA's Policy, Development, and other teams to incorporate analysis into advocacy efforts.
- Credibly represent NCSEA at external meeting and events.
- Identify and collaborate with individuals and organizations to partner with on ED&I efforts.
- Assist NCSEA's Development Team in pursuing ED&I related funding to support ED&I projects and initiatives.
- Respond to internal and external inquiries about ED&I initiatives and activities.
- Other duties as assigned.



### **Knowledge, Skills, and Abilities:**

- Strong cultural competency and an understanding of ED&I principles and the barriers that underrepresented communities face.
- Thought leadership and passion for equity, diversity, and inclusion.
- Familiarity with the intersectionality between ED&I and clean energy policy and industry.
- Exceptional skill in effectively synthesizing and communicating ED&I insights and recommendations in a clear and concise manner.
- Comfortable with challenging the status quo and “thinking outside the box”.
- Ability to conduct research and analyze data, and use it to determine strategies and solutions that influence change.
- Ability to lead projects and work collaboratively across programs and with multidisciplinary teams.
- Strong presentation and facilitation skills.
- Intermediate to advanced proficiency with Microsoft Office, including using Excel to manage and analyze data.
- Passion for the NCSEA mission and familiarity with the clean energy landscape in NC.
- Ability to think strategically, while able to create and carry out detailed action plans.
- Strong time-management and organizational skills.
- Possesses a “continuous learner” mindset, staying up to date on ED&I best practices and evolving industry needs.

### **Qualifications**

- Bachelor’s degree in relevant field required; experience may be considered in lieu of degree
- A minimum of 2 years’ experience leading ED&I efforts, preferably including some supervisory or management experience
- Demonstrated skills in training, educating, facilitating, and coordinating teams and individuals required; project management experience a plus
- In-depth knowledge of ED&I history, principles, barriers, and evidence-based solutions
- Familiarity with the NC or Southeast clean energy landscape and ED&I issues within clean energy strongly preferred

#### **How to Apply:**

Send your resume and a letter of interest to:

[Careers@energync.org](mailto: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.