



14 S 3rd St, Philadelphia PA 19106 Tel. 215.910.4785 keealliance.org eeanj.org

## Job Opening – Senior Policy Associate

Job Title: Senior Policy Associate

Location: Philadelphia, PA

Position Type: Full-time

Reports to: Executive Director

Date: May 30, 2019

**Organization Description:** The Energy Efficiency Alliance of New Jersey (EEA-NJ) and the Keystone Energy Efficiency Alliance are non-profit, tax-exempt 501(c)(6) corporations dedicated to promoting the energy efficiency and renewable energy industries in New Jersey and Pennsylvania. By representing the interests of the energy efficiency industry, EEA-NJ and KEEA are expanding the market for energy efficiency and helping the Mid-Atlantic region secure a prosperous, sustainable tomorrow.

EEA-NJ and KEEA are sister organizations organized under the umbrella organization known as the Energy Efficiency Alliance. The Energy Efficiency Alliance is a growing network of state-based energy efficiency organizations in the Mid-Atlantic that share membership, staff, resources, programming, and strategy.

The Energy Efficiency Alliance has an ambitious energy policy agenda to modernize utilities and energy markets in the Mid-Atlantic. We have shown tremendous entrepreneurial growth over the last several years and now seek additional team members to help us take the next steps.

**Position Summary:** The Energy Efficiency Alliance is soliciting applications for a full-time Senior Policy Associate to represent both the NJ and PA organizations.

The Senior Policy Associate is responsible for managing and executing a strategy to promote smart energy efficiency policy across both states. The role will require working on-the-ground with business and NGO partners, as well as cultivating relationships with key state decisionmakers and elected officials. Additionally, the Senior Policy Associate will be the primary author of EEA-NJ and KEEA's comments and testimony on regulatory proceedings before the Board of Public Utilities (NJ) and Public Utility Commission (PA).

### Responsibilities:

- With the Executive Director, develop an ambitious regulatory policy agenda and strategy
- Research, draft, and submit testimony and comments on regulatory actions that affect energy efficiency

- Engage in oral advocacy to further the groups' priorities in the legislature, Governor's office, and relevant state agencies
- Represent EEA-NJ and KEEA in coalitions of like-minded stakeholders
- Collaborate with the Energy Efficiency Alliance's member businesses and engage them in advocacy
- Organize strategic events, including legislative briefings, lobby days, and in-district events
- Represent EEA-NJ and KEEA in the media and other public speaking opportunities
- Work with entire team on fundraising priorities, administrative responsibilities, membership growth and development, and annual conference planning
- *Frequent travel to Trenton, Harrisburg, and other cities is required*

**Qualifications:**

- Excellent communication skills, both verbal and written
- Excellent interpersonal relationship skills
- Proven ability to develop and execute a smart, strategic work plan
- Strong ability to communicate complex policy issues to a range of audiences
- Experience working in coalition with diverse stakeholders
- Experience in and knowledge of energy issues
- Ability to work closely with a small, dynamic team
- Ability to juggle multiple projects at one time and execute each successfully

**Additional Preferred Skills/Experience:**

- Experience in energy policy work and/or advocacy
- Experience lobbying elected officials
- Proven track record in policy advancement
- Experience in and knowledge of the energy efficiency industry in particular

**Workplace Policy:** EEA is committed to workplace diversity and inclusion and hires on merit.

**Compensation:** Salary in the first year will range from \$50-\$65,000, depending heavily on experience, and with opportunities for year-end performance incentives. Benefits package includes health insurance, retirement, and vacation.

**To Apply:** Candidates should send a resume and cover letter to [jobs@keealliance.org](mailto:jobs@keealliance.org) with Policy Associate in the subject line. Candidates are encouraged to apply ASAP; deadline for applications is Tuesday, June 18th, 2019.