

MEEA Position Announcement

Policy Manager

Organization Overview

At MEEA, we leverage our unique position as the Midwest's key champion and trusted information resource on energy efficiency policies and programs to help our members and stakeholders identify, understand and implement cost-effective energy efficiency strategies that provide economic and environmental benefits. As a collaborative network and an influential membership organization spanning thirteen states, we provide a professional forum where energy providers, policymakers, implementers, manufacturers, advocates, and other stakeholders can make connections, seek advice and learn about energy efficiency. With our dynamic annual conference, MEEA plays an important role in forging partnerships, promoting new technologies and curating the evolving conversation around economic sustainability and environmental stewardship from energy efficiency.

Position Summary

The Policy Manager is a member of MEEA's Policy team. The Policy Manager's work will be to advance energy efficiency policies at the regional, state and local levels; promote the value of energy efficiency to key thought leaders (legislators, regulators, commissioners, staff and advocates) and identify policy and regulatory best practices, trends and lessons learned from across the region and throughout the country.

The Policy Manager will help represent MEEA at various industry meetings, including NASEO, NARUC, NASUCA and MARC and will be expected to maintain and foster existing relationships in the energy efficiency community that will advance the work of the MEEA.

Responsibilities

- The primary project involves engaging policymakers, energy efficiency advocates, and other stakeholders to support energy efficiency policies and programs
- Policy staff and workload management, strategy development and implementation, research and policy planning, fundraising, and budgeting and grant reporting.
- Track the status of energy and climate policy in MEEA's thirteen state Midwest footprint at the state and local levels, tracking trends, best practices and lessons learned
- Manage educational and outreach activities to increase awareness and understanding of energy efficiency
- Provide technical assistance to state policy stakeholders on a range of policy topics across buildings, industry, and transportation sectors.
- Develop research and advocacy materials, including white papers, blogs, fact sheets, testimony and presentations
- Lead initiative to increase awareness of and support for energy efficiency with legislators, regulators and state Administrations
- Represent MEEA externally to media, stakeholders, funders, and the efficiency community as a recognized expert
- Coordinate MEEA's public communications on policy-related issues at state and regional levels
- Manage Policy Associate

Qualifications

The successful candidate will be expected to have the following qualifications:

- B.A. or B.S. in: public policy, energy policy, environmental policy, political science or a related field
- Advanced degree in relevant field, preferred
- Minimum 5 years' experience in public policy or advocacy required, with knowledge of the energy industry preferred
- Strong facilitation and coalition building skills amongst diverse stakeholders
- Strong communication, presentation and writing skills
- Dedicated employee willing to work as a member of a team in an open-office environment
- Ability to take initiative as well as work in a team
- History of strong project management experience with proven success with meeting deadlines and the ability of adapt to shifting priorities
- Experience managing staff, preferred
- Proficiency in Microsoft Office suite
- Passion for energy efficiency
- Ability to travel

Location

Civic Opera Building
20 N Wacker Dr.
Chicago, IL 60606

To Apply

Submit cover letter and resume to jobs@mwalliance.org with Subject: "Policy Manager" by **Friday, April 24, 2020**. Candidates considered for interviews will be asked to provide writing samples and three references. No phone calls please.

MEEA is an equal opportunity employer and is committed to a policy of nondiscrimination with regard to race, sex, gender, color, age, religion, creed, class, sexual orientation, national origin, and disability.