



State Policy Director

As Director for our [State Energy Efficiency Policy Program](#), you will develop the strategy for our state policy work, focusing the efforts of a talented team (4 staff) on high-quality research projects and technical assistance to achieve desired advocacy outcomes. You will typically work intensively on 10-15 state priorities, determined by factors such as the political landscape, windows of opportunity in legislative and regulatory processes, funding availability, and the needs of local and regional partners. You will leverage and develop relationships with stakeholders across the states—including Regional Energy Efficiency Organizations, policymakers, regulators, state energy officials, advocates, businesses, NGOs, and others—to advocate for energy efficiency in various states while representing our organization externally as a nationally recognized expert on a range of topics.

Energy efficiency has been proven by many analyses to be the most cost-effective and fast-track way to address global [climate change while lowering energy bills for households and businesses](#) and creating jobs. Our state work such as the [State Energy Efficiency Scorecard](#) is highly cited by the media. In this role, you will develop and maintain expertise on a range of state energy efficiency policy and program best practices across the utilities, buildings, transportation, and industrial sectors. You will lead hiring, training, and planning for the program, overseeing the work of the state policy team. You will lead some research projects, such as on the role of efficiency in state clean energy policies, and will respond to technical assistance inquiries from interested parties and coordinate our response by team members. You will define priorities for state policy work, develop associated budgets and timelines for implementation, and develop new projects and fundraising for the program.

Working collaboratively with colleagues in our [Utilities Program](#) and across the organization, you will focus about 25 percent of your time on research and analysis, 25 percent on people and program management, and 50 percent providing technical assistance to state policymakers (writing and filing comments to public service commissions, governors' offices, etc.), determining where we can add unique value to initiatives in each state.

Organization Overview

A research-based nonprofit advocacy organization based in Washington, D.C., the [American Council for an Energy-Efficient Economy](#) (ACEEE) believes that the United States can harness the full potential of energy efficiency to boost economic prosperity, improve health, and protect the environment for all its people. ACEEE is America's leading center of expertise on energy efficiency. We actively participate in debates on energy policy, clean air, and climate change, and are nationally recognized for leadership in energizing energy efficiency policies for buildings, industry, transportation, appliance and equipment efficiency, and rural communities.

Our research and analysis are widely relied on by policymakers, business and industry decision-makers, consumers, media, and other energy professionals. We contributed provisions to all major federal energy legislation since the 1980s, provided guidance and support to federal agencies and white house administrations, and engaged on energy efficiency policies and



programs in over three dozen states and numerous cities. Our research and partnerships have also helped launch over a dozen other organizations and campaigns.

Responsibilities

Essential functions

- Manage the state policy program including hiring and staff development, strategy development and implementation, research and policy planning, fundraising, and budgeting and grant reporting.
- Work collaboratively with other program leads on research, policy, and communications strategies.
- Complete and oversee complex research projects and publish research findings.
- Provide technical assistance to state policy stakeholders on a range of policy topics across buildings, industry, and transportation sectors.
- Proactively engage policymakers, energy efficiency advocates, and other stakeholders to develop energy efficiency policies and programs.
- Represent ACEEE externally to media, stakeholders, funders, and the efficiency community as a recognized expert.

Specific responsibilities of the job

- Help define the strategic direction for state policy research, technical assistance, and outreach priorities; develop new projects and funding proposals.
- Identify priority states for engagement and research needs to support our policy work.
- Lead and manage research projects and contribute to others. Guide project teams to complete research projects of varying size and scope; ensure project deliverables are of high quality and stay on schedule and within budget.
- Create written research reports, fact sheets, formal presentations, webinars, press interviews, online blogs, editorials, and others.
- Provide technical assistance to state policy stakeholders on matters related to energy efficiency policy and research. Technical assistance can include the presentation of ACEEE research, writing memos, and submitting formal comments. You will need to balance time between ongoing research projects and technical assistance requests.
- Oversee ACEEE's state policy web presence.
- Manage a small team of staff, overseeing the work plans, work products, and staff development of state policy team members.
- Manage budgets and grant reporting and engage in fundraising efforts for the program.



Qualifications

- An advanced degree in a relevant field such as public policy, energy, business, law, or environmental studies.
- Demonstrated expertise in the field, with fifteen years of relevant work experience and some management experience. Experience with, or sound knowledge of, energy efficiency.
- Experience as lead author or analyst of one or more peer-reviewed reports.
- Demonstrated ability to successfully lead very complex projects or operations from start to finish, simultaneously working on several ongoing projects with competing deadlines.
- Staff management, project development, coordination, and leadership experience.
- Comfortable in external-facing role with policymakers, stakeholders, and funders. Excellent communication skills, both written and oral.
- Demonstrated ability to collect and disseminate large amounts of data and information.
- Demonstrated ability to mentor and manage staff. Ability to delegate and manage varied work plans.
- Demonstrated ability to use Microsoft Office and conduct detailed analyses in Excel.
- Live locally in the Washington, DC metro area. Ability to travel nationwide about once or twice per month.

Attributes

- Self-starter. You work autonomously, knowing when to seek input, when to communicate, and when to ask permission. You are self-motivated and driven.
- Politically astute. You are energized by different viewpoints and the give and take of the political process. You have good judgment, a thoughtful approach, and sensitivity to the challenges and constraints your stakeholders face.
- Analytical. You have incisive analytical skills and the ability to make critical assessments. You can identify and frame problems and set priorities.
- Leader and mentor. You are an effective supervisor and effectively lead a team of people toward a strategic vision. You mentor and guide your team and build their capabilities and professional development.
- Project manager. You easily juggle multiple projects and tasks, allocate and optimize resources, reduce risks, manage timelines, and get the work done on time every time.
- Effective communicator. You have excellent writing and oral presentation skills. You are clear and succinct, and you easily adjust to different communication settings and styles.
- Rapport-builder. You value what each team member brings to the table. You know how to maintain relationships and get the work done. You earn trust by your actions, establish credibility, and faithfully keep your promises.



- Organizationally agile. You value teamwork. You seek out and respect other viewpoints. You effectively work across organizations to build strong relationships.
- Quick learner. You have a natural curiosity. You are hands-on, you ask questions, and you come up to speed quickly. You are adept with technology and what you don't know you can easily learn.

What's Attractive to the Right Candidate?

- You will have the opportunity to run your own program and manage a team, while also engaging with colleagues in other program areas and externally to work on a range of issue areas.
- We are well-established and have frameworks already in place for determining priorities and affecting change.
- We are a mission-driven, collaborative, entrepreneurial organization that offers workplace flexibility and professional development. You will find your colleagues to be friendly and pleasant, and the work to be intellectually stimulating.
- You will have the opportunity to work with an outstanding organization that provides information and advice to policymakers, the business community, and consumers, shaping programs and policies that address climate change, promote energy security, and enhance the economy.
- ACEEE offers competitive compensation, based on qualifications and experience, with opportunities for career development. Benefits include ACEEE's generous package of health, dental, vision, disability, and life insurance coverage; a 403(b)-retirement plan; transportation and bike share benefits; three weeks of vacation in the first year and four weeks thereafter.

Please note: Our practice is to not disclose the salary ranges our clients would consider. Any salary information included in this posting was estimated without our input.

Staffing Advisors has been engaged to find the right candidate and is committed to helping create a diverse work environment for our client. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law. This position may require pre-employment screening potentially including a criminal background check, verification of academic credentials, licenses, certifications, and/or verification of work history.