Organization Overview
The Midwest Energy Efficiency Alliance (MEEA) is a collaborative network, promoting energy efficiency to optimize energy generation and reduce consumption, create jobs and decrease carbon emissions in all Midwest communities.

At MEEA, we leverage our expertise to be the Midwest’s leading resource for our members, allies, policymakers and the broader sector to promote energy efficiency as the essential pathway to achieve a clean, affordable, equitable and sustainable future. MEEA serves as a technical resource, promotes program and policy best practices and highlights emerging technologies, all to maximize energy savings, reduce costs, improve resilience and lower energy burden.

Position Summary
The Policy Manager is a member of MEEA’s Policy team and will lead our work on stakeholder engagement, connecting with community-based organizations, businesses, industries and local governments. The Policy Manager will also 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); identify policy and regulatory best practices, trends and lessons learned from across the region and throughout the country and build new and foster existing relationships.

Responsibilities
- Primary projects involve engaging stakeholders in local communities including community-based organizations, local businesses and industries, local and state government and advocates.
- Oversee policy staff and assist in workload management, strategy development and implementation, research and policy planning, development, budgeting and grant reporting.
- Manage educational and outreach activities to increase awareness and understanding of energy efficiency.
- Provide technical assistance to state policy stakeholders on a range of topics across buildings, industry and transportation sectors.
- Develop research and advocacy materials, including white papers, blogs, fact sheets, testimony and presentations.
- Represent MEEA externally to media, stakeholders, funders and the efficiency community as a recognized industry expert.
- Coordinate MEEA’s public communications on policy-related issues as state and regional levels.
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
• Experience working with local campaigns or community-based initiatives
• Strong facilitation and coalition building skills amongst diverse stakeholders
• Strong communication, presentation and writing skills
• Experience managing staff preferred
• Proficiency in Microsoft Office suite
• Proven leader able to take initiative on projects as well as work in a team environment
• History of strong project management experience with success in meeting deadlines and the ability to adapt with shifting priorities
• Ability to travel up to 30% of the time, once MEEA resumes work travel
• Passion for energy efficiency

Compensation
The Policy Manager position starts at an annual salary of $70,000. Compensation for selected candidate will be commensurate with experience. MEEA offers a competitive employment benefits package.

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, June 10, 2022. Candidates who do not submit both items will not be considered. Candidates identified 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.