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 Senior Policy Associate plays an integral role in advancing MEEA’s policy activities at the local, state and regional levels. Responsibilities include:

• Coordinating outreach events to increase awareness and understanding of energy policy and the role of energy efficiency
• Analyzing the connections between energy efficiency and states’ decarbonization, equity and economic goals
• Conducting outreach and education to policymakers and other stakeholders to convey the economic and environmental value of energy efficiency
• Establishing and developing subject-matter expertise and/or leadership
• Tracking regulatory and policy developments in MEEA’s 13-state region and help disseminate this information through MEEA’s policy newsletter
• Coordinating with other areas of MEEA, including Buildings, Membership, Marketing and Market Solutions and Education teams
• Establishing and maintaining relationships – both internally and externally – that advance MEEA’s mission
• Developing fact sheets, policy memos, testimony, public comments, white papers and other advocacy materials as needed
• Writing articles, blog posts and use social media to promote MEEA’s mission
• Data entry and organization for MEEA’s research projects
• Administrative tasks including organizing webinars, updating the website and completing internal reporting

The Senior Policy Associate will report to MEEA’s Policy Manager.
Qualifications

- Passion for policy advocacy, plus a strong interest in energy efficiency and environmental issues
- B.A. or B.S. in public policy, political science, environmental policy or a related field; advanced degree preferred
- Minimum 4 years of work experience in public policy required, with knowledge of the energy industry preferred
- History of strong project management experience and meeting deadlines with the ability to adapt to shifting priorities
- Grant writing or development experience preferred
- Strong facilitation and coalition building skills among diverse stakeholders
- Strong oral and written presentation skills
- Ability to work as a member of a team in a small-office environment
- Proficiency in Microsoft Office suite
- Ability to travel up to 20% of the time

Compensation

The Senior Policy Associate position starts at an annual salary of $60,000. Compensation for selected candidate will be commensurate with experience and education.

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: “Senior Policy Associate” by June 10, 2022.

Candidates who do not submit both items will not be considered. Candidates considered for interviews may be asked to provide writing samples and 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.