

**National Association of State Energy Officials  
Job Posting: Manager, Clean Energy Programs**

**Description**

The National Association of State Energy Officials (NASEO) seeks an entry- to mid-level Manager to support NASEO's cross-cutting projects to support State and Territory Energy Offices in clean energy program and policy development, particularly distributed renewable energy and clean electricity.

Working under the direction of NASEO's Managing Director and Senior Managing Director, the Manager, Clean Energy Programs will be responsible for coordinating and convening NASEO members and Affiliates for calls, webinars, and events; compiling examples, policy information, and analyses to support the creation of resources and web content; organizing and updating relevant sections of NASEO's website; overseeing day-to-day project management; and providing budget management, fundraising, and funder communication support to senior project leads.

The Manager, Clean Energy Programs will communicate regularly with state and external partners, including federal, corporate, philanthropic, and NGO representatives. The ideal applicant will demonstrate sound judgment, a sensitivity for the diversity and priorities of states, an enthusiastic demeanor, and exceptional writing skills.

**Position Responsibilities**

- Oversee project management and reporting for grants, including federal cooperative agreements and private foundation funds.
- Coordinate project-related meetings, webinars, and events.
- Conduct research and analysis on key clean energy topics (including but not limited to low-income rooftop and community solar, clean energy siting, electricity transmission and distribution, clean hydrogen development, and clean energy workforce diversity and development) to inform NASEO's delivery of technical assistance and informational resources (such as reports, workshops, and presentations) to members.
- Participate in NASEO staff meetings to encourage cross-program exchange and awareness.
- Ensure relevant sections of NASEO's website are kept updated and organized.
- Identify opportunities for new projects and support the preparation of funding proposals.
- Support NASEO conference preparation, development, and execution, which may require travel.
- Engage NASEO leadership to ensure key NASEO priorities and messaging are integrated into project designs, resources, and communications; such priorities may include, but are not limited to, communicating the importance of State Energy Offices in clean energy development; advancing principles of equity, inclusion, and diversity in NASEO

initiatives and events; and embracing bipartisan, practical solutions to the energy transition and climate challenge.

### **Desired Qualifications and Skills**

- Bachelor's degree or equivalent work experience in a related field; Master's degree is preferred.
- Strong understanding of issues related to clean energy and electricity policy (state-level experience preferred).
- Excellent writing, speaking, meeting facilitation (both virtual and in-person), and computer/word processing abilities.
- Passion for, and demonstrated ability to appreciate and communicate, states' roles in clean energy, climate action, environmental justice, economic development, and equity.
- Experience working with state agencies (preferred).
- Strong project organization and management abilities; experience with federal cooperative agreements is preferred.
- Demonstrated success in research and policy analysis.
- Ability to work in a team.

### **About NASEO**

NASEO is the only national non-profit association for the governor-designated energy officials from each of the 56 states, territories, and District of Columbia. Formed by the states in 1986, NASEO facilitates peer learning among State Energy Officials, serves as a resource for and about State Energy Offices, and advocates the interests of the State Energy Offices to Congress and federal agencies. More information about NASEO's members, programs, and events is available at [www.naseo.org](http://www.naseo.org).

### **Compensation and Benefits**

The annual salary range for this position is \$65,000-\$75,000, commensurate with qualifications and experience. NASEO offers competitive benefits, significant and regular opportunities for performance reviews and professional growth, and a collegial work environment.

### **How to Apply**

Interested candidates are invited to submit a resume (no longer than two pages) and one-page cover letter as PDFs to [jobs@naseo.org](mailto:jobs@naseo.org) with the subject line "NASEO Manager, Clean Energy Programs." Applications received before May 5, 2022, will be prioritized; those received after will be reviewed on a rolling basis if needed until the position is filled.

### **Location**

This position is located in NASEO's office in Arlington, Virginia.