

**National Association of State Energy Officials**  
**Job Posting: Manager, Energy Security Program**

**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 energy security program and policy development.

Working under the direction of NASEO's Managing Director and Program Director, the Energy Security Program Manager (*Manager*) 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* 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**

- Coordinate project-related meetings, webinars, and events.
- Conduct research and analysis on key energy security topics (including but not limited to state energy security plans and planning, states' energy resilience and energy reliability, equity and energy justice in resilience, cybersecurity, critical infrastructure, risk assessments, and hazard mitigation) to inform NASEO's delivery of technical assistance and informational resources (such as reports, workshops, and presentations) to members.
- Support NASEO's delivery of technical assistance to states on an as-requested basis.
- Develop pertinent papers, presentations, articles, and materials for NASEO members and other stakeholders.
- Support member responses during active energy emergencies.
- Provide project management and reporting for grants, including federal cooperative agreements and private foundation funds.
- Support NASEO Annual Meeting and Energy Policy Outlook Conference preparation, development, and execution, as well as any other special events and meetings such as workshops and energy security exercises, 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 supporting the nation's energy security; advancing principles of equity, inclusion, and diversity in NASEO initiatives and events; and embracing bipartisan, practical solutions to energy security, cybersecurity, resilience and reliability concerns.
- Attend relevant state, federal, affiliate, and other partner events on behalf of NASEO and its members (**travel required**).
- 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.

**Desired Qualifications and Skills**

- Bachelor's degree or equivalent work experience in a related field; Master's degree is preferred.
- Understanding of issues related to energy security, cybersecurity, energy emergency response, hazard mitigation, and resilience (state-level experience preferred)
- Excellent writing, speaking, meeting facilitation (both virtual and in-person), and computer/word processing abilities.
- Strong project organization and management abilities; experience with federal cooperative agreements is preferred.
- Passion for, and demonstrated ability to appreciate and communicate, states' roles in energy security, cybersecurity, resilience, and reliability.
- Experience working with state agencies (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, Energy Security Programs." Applications will be reviewed on a rolling basis until the position is filled.

**Location**

This position is located in NASEO's office in Arlington, Virginia. While candidates should be located in the metropolitan Washington DC area or planning to relocate, NASEO currently offers a flexible hybrid telework/in-person office schedule.