

National Association of State Energy Officials

Job Description: (Senior) Program Director, Energy Resilience and Security

Description

The National Association of State Energy Officials (NASEO) seeks a mid- to senior-level (Senior) Program Director for NASEO's cross-cutting projects to support State and Territory Energy Offices in energy resilience and security program and policy development, grid resilience funding implementation, as well as energy emergency response and preparedness.

Working under the direction of NASEO's President and Senior Managing Director for Electricity and Energy Security, the Energy Resilience and Security (Senior) Program Director will be responsible for overseeing and implementing projects under the NASEO Energy Resilience and Security Program; supporting the strategic direction of the program; overseeing program budget management; tracking relevant state policy developments; developing resources and web content; overseeing the update of relevant sections of NASEO's website; guiding junior-level staff; and providing fundraising, and funder communication support to senior management.

The (Senior) Program Director will represent NASEO on energy resilience and security matters and 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 program management, writing, and communication skills.

Position Responsibilities

- Conduct research and analysis, and provide technical support to members on key energy security topics (including but not limited to State Energy Security Plans and planning; energy emergency response; state 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.
- 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, Energy Policy Outlook Conference, and Regional Meeting 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 and resilience; 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 leading the preparation of proposal applications.
- Oversee coordination of project-related meetings, webinars, and events.

Desired Qualifications and Skills

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

Compensation and Benefits

Depending on the applicant's experience and background, this position will either be at the Senior Program Director or Program Director level. The salary range for this position is between \$85,000 and \$125,000 depending on the seniority of the candidate. NASEO offers a collaborative work environment and a competitive benefits package which includes fully paid health and dental insurance, employer contributions to a 403(b) plan, paid time off, and professional development options.

Location

Washington, DC area preferred (NASEO's office is located in Arlington, VA). NASEO currently offers a flexible hybrid telework/in-person office schedule. Fully remote work will be considered on a case-by-case basis.

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 with the subject line "Program Director, Energy Resilience and Security." Applications will be reviewed on a rolling basis until the position is filled. Preference will be given to applications received by March 20, 2023.