

# Public Policy Outreach Manager

July 2008

## Job Overview

A full-time position managing NEEP's policy and outreach efforts to track and support the organization's participation in public forums to advance a clear and compelling case for continued public support of energy efficiency policies and programs. Works as part of NEEP's Public Policy team, reporting to the Director of Public Policy, with some oversight of the Public Policy Analyst.

## Responsibilities include:

- Track, recommend priorities for and manage NEEP's participation in policy and public forums regarding public and ratepayer funding for energy efficiency in New England, New York and the Mid-Atlantic states.
- Specify, research and/or prepare analyses and materials for public policy outreach efforts.
- Participate in and/or facilitate state and regional economic, energy and environmental forums to advance the role of energy efficiency in policy and market frameworks.
- Prepare and distribute materials for regulatory and other policy forums regarding NEEP initiatives and other energy efficiency funding and programs.
- Schedule, manage, prepare and present materials, briefings, presentations and workshops for regional policy makers.
- Oversee the tracking, development and maintenance of information regarding state and regional energy efficiency policies and programs, including regulatory, legislative and/or administrative policy developments, including content of the Public Policy section of NEEP's Web site.
- Maintain list of key contacts in each Northeast state for energy, economic and environmental policy development with regard to energy efficiency policies and programs.
- Prepare reports, and assist grant writing and internal plans for NEEP's public policy outreach efforts, as needed.
- Provide materials and communications to keep NEEP staff and Board Public Policy Committee informed of policy developments and opportunities to forward NEEP policy priorities.

## Qualifications:

- At least three years experience in state or federal energy or environmental policy development (administrative and legislative).
- Excellent interpersonal skills and demonstrated ability to facilitate collaborative projects.
- Demonstrated excellence in verbal and written communication.
- Strong analytic and project management skills.
- Experienced in energy efficiency policies and/or program development.
- Self-starter who can work with minimal supervision and coordinate work with others.
- Experienced in application of computer software (i.e., spreadsheet, word processing, database, presentation software).

NEEP offers a competitive salary with comprehensive benefits package. To apply, please send resume with salary requirements, along with cover letter to: Susan Stocker, Northeast Energy Efficiency Partnerships (NEEP), 5 Militia Drive, Lexington, MA 02421 at [sstocker@neep.org](mailto:sstocker@neep.org). No phone calls, please.