POSITION: Program Associate/Manager

COMPANY: Southeastern Wind Coalition

The Southeastern Wind Coalition (SEWC) is a non-profit coalition of industry, academia, partner NGOs, government, and utilities working to advance the land-based and offshore wind industry in the Southeastern U.S. We take a business-minded and economically focused approach to building the case for wind energy, including the wind supply chain. SEWC regularly convenes stakeholders across our 11-state footprint and leads or participates in strategically important initiatives and discussions to bring wind to the region. We are passionate about growing the wind industry in the Southeast. More information is available on our website at http://www.sewind.org

THE JOB

SUMMARY

The Program Associate/Manager will be an integral part of advancing SEWC’s program and policy priorities. This includes leading various outreach and education efforts, establishing relationships with stakeholders, supporting member communications, and all other aspects of the business. This position currently has a focus on federal affairs and the states of VA, SC, and GA. You will be a key staff member in a small, energetic, growing, and mission-driven organization with an entrepreneurial culture. Can-do attitudes and self-starters will fit well. This position reports to the President.

DUTIES

Short-Term

● Works with the President to educate/convene stakeholders and decision-makers
  o Create/maintain relationships with various stakeholders including federal lawmakers, local governments, state/federal agencies, universities, NGOs, wind industry supply chain companies, wind developers, utilities, economic developers.
  o Create outreach documents and resources to be used by partners.
  o Lead and assist partners with education and outreach efforts with state and federal offices.
  o Work with the President to build upon existing state and federal initiatives

● Analyze state and federal legislation, state-led solicitations, regulatory docket filings, and conduct any other relevant analyses. Perform research and analysis on a variety of other topics (technology, wind impacts, economics, etc.).

● Co-lead the state-to-federal affiliate network
Point of contact and “hub” for a network of regional environmental and energy organizations. Regularly engage with network members, understand specific needs and challenges throughout the region, and disseminate relevant information based on those needs.

Track relevant federal legislation and provide updates for SEWC President and affiliate stakeholder network.

- Support or assist the Communication and Outreach Associate in planning for regional events.
- Provide administrative support for coalition efforts including Utility Advisory Group, webinars, and outreach and education events.

**Long-Term**

- Support the development and execution of legislative strategy, outreach, and legislator education. Become more independent in decision-making and identify opportunities for leadership.
- Develop strategic thinking and co-lead planning and development with the President and SEWC Team. Be able to think critically and participate in high-level discussions about state, regional, and industry needs.
- Identify and lead potential new initiatives to advance wind energy in the Southeast

**QUALIFICATIONS**

**MUST HAVES**

- Ability to take initiative, manage multiple projects and tasks, work effectively with good direction but little supervision, and know when to ask for help.
  - Relevant experience in NGOs, government relations, campaign, Capitol Hill, or other relevant fast-paced, professional environments is highly desirable.
- Excellent organizational skills with the ability to set priorities, work effectively from home and maintain a positive attitude.
- The candidate must be a self starter and be able to provide examples of proactive thinking and initiatives.
- A passion for seeing the clean energy industry grow and helping to make it happen.
- Must be capable of developing strong professional relationships with a broad range of stakeholders (industry, non-profits, government, policy-makers) largely via phone and email.
- Strong track record of being able to distill complex technical information to a broader audience.
- Excellent oral and written presentation skills.

**NICE TO HAVES**

- Experience in the energy, environmental, or climate preferred.
- Existing relationships, especially with U.S. Congressional offices, and experience/connections in the Southeastern U.S.
- General awareness of federal legislation like the Infrastructure Investment and Jobs Act.
- Experience organizing partners, convening stakeholders, facilitating discussions, and gaining consensus.
OTHER DETAILS

- Competitive non-profit salary commensurate with experience.
- SEWC is based in Raleigh/Durham, NC but does not have office space. Employee will work from home, with a preference for employees living in the Southeastern United States.
- COVID permitting, travel averages 1-2 short trips every few months, primarily in the Southeast.

HOW TO APPLY

1. Pitch yourself in 250 words or less in an email to katharinek@sewind.org
2. Attach your resume and include “Program Associate/Manager” in the subject line.
3. Email containing your “pitch” and resume/CV must be received by Mar 11, 2022.