



## Job Description - Policy Manager

**Reports to:** Executive Director

**Status:** Full Time

**Salary:** Starts at \$55,000 per year, commensurate with experience

**Location:** Flexible within Alabama, Montgomery or Birmingham preferred

Energy Alabama is seeking an assertive and energetic clean energy champion to join the team as Policy Manager. As Policy Manager, you will be instrumental in laying the groundwork for successful growth of sustainable energy in Alabama. You'll make the essential connections between public policy, industry, legislation, regulatory proceedings, and the general public.

Energy Alabama was founded in 2014 and is poised for significant growth over the next three to five years. This position will help shepherd Energy Alabama's work to improve state and local policy on clean energy.

### The Position:

Reporting to the Executive Director, the Policy Manager is responsible for supporting Energy Alabama's agenda before the state legislature, executive branch, and local governmental bodies, and to assume leadership in related policy projects. The Policy Manager will advance the policies of Energy Alabama through planning and implementing legislative strategies, analyzing legislation, lobbying state and local policymakers within the confines of the law and IRS regulations, preparing and presenting testimony and supporting advocacy through public education and public policy campaigns, as well as engaging Energy Alabama members and leaders to advance our strategic priorities.

The Policy Manager will provide significant assistance with, and take ownership of, advocating for the implementation of Energy Alabama's legislative and public policy strategies at the state, city, and county levels related to specific priority issues.

The ideal candidate will be an outstanding strategist who is able to effectively convey the mission, policies, and advocacy efforts of Energy Alabama to a variety of constituencies, ranging from policy makers to local community members. The ideal candidate understands and is motivated by the fact that the work Energy Alabama does sometimes involves taking on powerful interests and can result in tense working situations from time to time.



## Compensation and Benefits:

- This is a full-time exempt position for 40 hours per week
- Salary is expected to start around \$55,000 per year, based on qualifications
- \$75 per month phone stipend
- Extremely generous vacation policy

## Key Results Areas:

- Provide major assistance with and take ownership over implementation of Energy Alabama's legislative and public policy agenda at the state, city, and county levels, with particular focus on specific priority areas.
- Identify, track, and help analyze state legislation and local policies that affects energy.
- Monitor and support Energy Alabama's participation in forums for energy issues, such as legislative hearings and workgroups.
- Help prepare and support the organization's testimony or filings with legal and regulatory bodies.
- Track best practices in energy policy to help identify opportunities in Alabama.
- Work in partnership with organizations and build coalitions to further Energy Alabama's legislative and public policy agenda.
- Meet with and educate local governments and administrative agencies.
- In collaboration with the Executive Director and the Marketing Manager, prepare policy and advocacy materials including action alerts, talking points, issue briefs, letters, press statements, opinion editorials, website updates and legislative and public policy reports.



## About You:

- Education and/or 2+ years work experience in the policy, legislative, and/or political realms
  - Experience and relationships in Alabama are especially valued
- Passion for clean energy
- Strong written and verbal communication skills, including being comfortable with tense situations where others may oppose our efforts
- Willing to travel (frequency depending on your location) in-state to meet with local and state leaders
- Proactive self-starter
- Highly organized and conscientious
- Ability to take initiative and work effectively both independently and as part of a team
- Naturally curious, outgoing, and resourceful
- Wants to be in the community building strong relationships
- Experience with advocacy software (e.g., EveryAction) and website systems like Wordpress.
- Proficient with social media, Canva, Google Suite, Microsoft Office, and other publishing software

## About Us:

Energy Alabama is a non-profit organization advancing Alabama's clean energy future. We accomplish our mission by educating at all levels, informing smart energy policy, building the next generation workforce, and providing technical assistance to deploy more sustainable energy. We believe in 100% sustainable energy for all.

## Our Work Environment:

We are a passionate, driven, and fun group that is casual and light, but at all times the team is very much focused and committed to working hard in the name of sustainable energy. Energy Alabama is a place for dedicated dreamers who are ready to change the face of our community. Our team knows our work is hard but relishes the challenge and remains upbeat and positive.

Energy Alabama has a 100% remote work environment, but our team meets in person throughout the year and anytime as needed. You may be asked to conduct some limited travel within the state to meet with your teammates. All work-related travel is reimbursed by Energy Alabama.



Energy Alabama is an equal opportunity employer. We do not discriminate on the basis of race, color, national or ethnic origin, religion, disability, genetic information, age, veteran status, sex, sexual orientation, gender identity or expression or marital status. Black, Indigenous, and people of color; women; LGBTQ+ people; and members of other historically disenfranchised populations are strongly encouraged to apply.

## To Apply:

To apply for the position, please submit an application (including resume and cover letter) via email to [admin@energyalabama.org](mailto:admin@energyalabama.org). We will update you on the status of your application as soon as we can.

The requirements listed in our job descriptions are guidelines, not rules, and if you have most of the qualifications listed, we encourage you to apply! Experience can refer to paid and unpaid work. Applying gives you an opportunity to be considered.

We are happy to answer any questions you might have at [admin@energyalabama.org](mailto:admin@energyalabama.org).