

Program Manager - SSDN Policy Program

Position Type: Full Time Employee

Reports to: Policy Director

Location: Can be based anywhere in the Southeastern States of AL, AR, FL, GA, LA, MS, NC, SC, TN or VA with connectivity (phone/internet).

Compensation: Range = \$57,000-\$64,000

Benefits: Robust benefits package, including 100% employer covered health, dental, vision insurance, plus disability, and life insurance, flexible leave policy, and 401(k) program.

Timeframe: This is a time-limited one year employment term, with opportunity for extension as funding allows.

How to apply: Send a cover letter and resume to Meg Jamison: meg@southeastssdn.org no later than January 15, 2022. Review of applications will begin immediately.

About SSDN: The Southeast Sustainability Directors Network (SSDN) is a collaborative community that develops solutions to the South's unique sustainability challenges. SSDN's membership includes sustainability and resilience staff from across the South, who build knowledge and learn from colleagues in other areas about best practices to meet their community's needs. Communities located in Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia working in all stages of sustainability implementation join the network to scale, accelerate, and implement sustainable best practices so that our region's communities are equipped to adapt to and mitigate climate change. For more information please visit www.southeastssdn.org.

Summary of the need: Since 2018, SSDN has piloted different efforts to support members in their ability to engage in energy policy and regulatory issues, primarily at the state level. To date, SSDN has provided an increasing level of support in states where there are enough members with interest and capacity to address these issues. SSDN seeks to further develop the support that it provides by continuously improving our work in states that have member interest and a willingness to increase leadership in engaging in state policy and/or energy regulations. SSDN is also working to more deeply assess the education and capacity needs of its members related to state energy policy.

Qualifications & Experience:

Bachelor's Degree, with more than 2 years of experience in the workforce.

The ideal candidate will have experience with:

- A sound understanding of sustainability and resilience challenges and opportunities in the Southeast, with specific understanding of energy-related policy;

- Experience with working in, and understanding of, state energy policy and regulatory environments;
 - *Experience working in the states of Virginia and/or North Carolina preferred.*
 - *This position will support the following states: FL, GA, NC, SC, TN and VA.*
- Concepts related to applying equity and equitable frameworks to sustainability actions, plans, programs, and policies;
- Experience working for, with, or in support of local governments;
- The ability to effectively and candidly facilitate conversations and connections built around a trusted, safe space for sharing and learning;
- Listening and communication skills - verbal and written - and the ability to use Zoom and other video conferencing software;
- The ability to work in partnership with other external organizations while holding a safe space for SSDN members that does not hold conflicts of interest.

Description of Responsibilities

Support the SSDN Policy Program with the following:

- Support the assessment of the landscape of energy policy at the state level and evaluate opportunities to engage;
- Maintain records of meetings and coordinating member access of meeting notes and recordings, resources, and opportunities for education for members;
- Work collaboratively with SSDN staff and policy consultants to support the SSDN-led capacity building schedule and programming for all members to enhance their knowledge about state policy and/or other elements related to policy that will increase their awareness and engagement.
- Support the Policy Director and consultants with the tracking of bills, regulatory activities, and other stakeholder proceedings and communicate relevant information to members;
- Provide written documents, presentation materials, and other work products to support member education and engagement; and
- Stay abreast of policy activities in each state that could affect members' work and goals.

Support State Policy Calls, Work Plans, and Communications:

- Work with members and other SSDN staff and consultants to develop and implement work plans to advance their priority policy areas, such as: Renewables Access, Data Access, Energy Efficiency programs, Resilience and storage, EVs, fleet transitions, and public service commission and utility engagement;
- Develop communications and email members with important information;
- Support the coordination, and implementation of, state network calls each month in six states for SSDN members focused on peer learning, priority alignment areas, and identifying action opportunities in their states;
- Support the program with research needs, data collection tasks related to specific policy and programmatic areas, gathering info on activities of partners, utilities, etc.;



- Support the Policy Director and consultants in organizing and preparing for successful membership engagement for calls and activities;
- Actively participate in SSDN listserv, and post on www.USDN.org; and
- Develop materials, sample language, and other resources with support and direction from the Policy Director.

SSDN Engagement and Partnerships:

- Participate in regular calls with SSDN's team and other partners as needed;
- Regular check in calls with Policy Director and consultants;
- Participate in calls with partners and those that are hosted and convened by our funders, take notes, identify next steps, and opportunities for SSDN engagement;
- Track activities, metrics, and support the Policy Director in the evaluation progress and program pivots;
 - Support collection and tracking of activities for funder reports;
 - SSDN uses Salesforce to track this data. Experience using Salesforce is not required, but preferred.
- Travel: Attend/participate in SSDN's Annual Meeting (May 2-4, 2022 in Savannah, GA); additional travel may be required, depending on safety and Covid-19 protocols;
- Support coordination of any statewide policy-focused in-person or virtual meetings.