



NORTHEAST AND MID-ATLANTIC PUBLIC POLICY MANAGER – BUILDING DECARBONIZATION

Job Overview

Are you enthusiastic about local, state, and federal public policy and fascinated by the ways it can be used to reduce home and building energy needs and greenhouse gas emissions? Great, us too! NEEP's Northeast and Mid-Atlantic Public Policy Manager will help accelerate decarbonization and drive the adoption of equitable energy efficient policies and best practices in homes and buildings. Consider this position if you're someone with strong research, analytic, and communication skills with experience in the clean energy public policy field.

NEEP is a regional nonprofit that promotes the efficient use of energy in homes, buildings, and industry in the Northeast and Mid-Atlantic states. We advance products and practices designed to meet community needs, through effective programs and policies. Saving energy creates a stronger economy, a cleaner environment, and a more reliable and affordable energy system. For a better understanding of our important mission and results, visit: www.neep.org.

NEEP's Public Policy Manager works collaboratively with the entire organization to assist communities, states, federal agencies, utilities, NGOs and industry to accelerate state and local government adoption of equitable and impactful building decarbonization policies, programs, and best practices across the Northeast and Mid-Atlantic region. This position is charged with updating NEEP's [Building Decarbonization Public Policy Framework and](#) developing and implementing a strategy to advance adoption of the framework. The Public Policy Manager provides research and analysis; convenes, facilitates, and prepares for meetings and webinars with a wide variety of individuals and organizations; provides direct technical assistance to state and local government; prepares reports; and actively coordinates with others working to accelerate building decarbonization. The Manager also informs and tracks progress towards NEEP's goal to assist the Northeast and Mid-Atlantic region to reduce building sector energy consumption by at least three percent per year, and carbon emissions by at least 40 percent by 2030. The Public Policy Manager reports to NEEP's Senior Director of Advanced Efficiency Solutions.

Responsibilities

- Work with NEEP staff and partners to research, develop, and disseminate information to promote informed adoption and implementation of integrated, equitable building sector efficiency and decarbonization public policies and programs across the NEEP region such as:
 - State and local greenhouse gas reduction goals and mandates
 - Efficiency and distributed energy resource programs and incentives
 - Building energy codes and appliance standards
 - Building energy benchmarking and residential energy rating labeling
 - State and local government lead-by-example programs for low load, zero energy buildings
 - Financing for low-carbon home and building solutions
 - Workforce development



- Policy and program metrics, measurement, evaluation and verification
- Building efficiency decarbonization policy linkages, e.g., public health, economic development, environmental quality, energy and racial justice, climate resilience and disaster recovery
- Research and track state legislative, regulatory, and administrative proceedings in the NEEP region for pertinent information regarding energy efficiency and building decarbonization, including opportunities for NEEP to inform or provide requested public comment
- Collect, analyze, and apply relevant data and information to provide insightful, informative, and motivating graphs and trend reports
- Produce, update, and strategically disseminate public policy research reports designed to reach policymakers and other key audiences
- Plan or contribute to relevant NEEP webinars, workshops, reports, and other publications
- Contribute to, inform, and assist NEEP regional stakeholder groups (e.g. Regional Residential Labeling Stakeholder Working Group, Commercial Building Benchmarking and Building Performance Standards Working Group, Building Decarbonization Evaluation Advisory Group)
- Represent NEEP in public policy venues, meetings, and events with a variety of audiences
- Maintain a catalog of research and data files for internal and external use
- Contribute to NEEP's blogs and newsletters with timely and informative pieces
- Develop and manage project plans and budgets and maintain files to meet NEEP goals and commitments
- Provide insightful, timely progress reports
- Assist with grants and other materials to solicit and secure resources to support NEEP's work
- Actively participate as a NEEP team member including attendance and contributions to staff meetings, teleconferences, planning, reporting, organizational development, and staff projects

Qualifications

- Advanced degree in public policy or a related field, or demonstrated work experience
- Must reside in one of NEEP's 13 states in the Northeast and Mid-Atlantic region
- After we return to the office, periodic visits or travel to regional meetings will be required
- Experience in public policy, working in state or federal government, economic development, advocacy, or government affairs, or related activity
- Experience working with the legislative and executive branches of state government
- Experience in strategic energy, economic or environmental policy research, analyses and report development
- Excellent verbal and written communications and presentation skills
- Skilled in effectively working with and respecting diverse perspectives
- Excellent project, budget and time management
- Ability to take direction, work independently, and collaborate with others
- Proficient use of spreadsheets, word processing, database, internet and presentation tools including GIS mapping
- Ability to be an advocate for [NEEP's mission and vision](#)



Application Process

To apply please see our posting on Indeed (www.indeed.com). A resume, writing sample, and a cover letter telling us why you're passionate about working on these issues, and your qualifications for this work, will be required. **No phone calls please.**

NEEP offers a competitive salary and a generous benefits package including health, dental, life, and disability insurance, personal time and a generous matching 401K with an excellent work/life balance.

NEEP is committed to an organizational culture of inclusion, diversity and equity. We are committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, sex, age, national origin, and physical or mental disability. We apply this policy to assure non-discriminatory practices in recruiting, hiring, training, promotion, compensation, benefits and all other activities. It also supports our capacity to achieve our mission on a regional scale.