

Efficiency Maine Trust

POSITION DESCRIPTION

TITLE: MANAGER FOR REGULATORY AND LEGISLATIVE AFFAIRS
REPORTS TO: DIRECTOR OF STRATEGIC INITIATIVE
DEADLINE FOR APPLICATION: OPEN UNTIL FILLED
LOCATION: AUGUSTA, ME OR PORTLAND, ME

(Check <https://www.energymaine.com/careers/> for status updates)

ABOUT THE POSITION

The Manager for Regulatory and Legislative Affairs will manage the Trust's participation in proceedings at the Maine Public Utilities Commission (PUC). As time allows, the Manager for Regulatory and Legislative Affairs will also assist in representing the Trust's interests at the Maine Legislature and other policy and regulatory forums. The priority will be handling all Trust's Triennial Plan filings before the PUC, including filing periodic updates and amendments. The Trust also participates in dockets involving non-wires alternatives, grid modernization, utility rate design, and renewable energy policy. The Manager for Regulatory and Legislative Affairs will also monitor federal grant opportunities related to the Trust's work and work with relevant teams within the organization to craft responses. Successful candidates should be interested in advancing the Trust's work to promote energy efficiency, demand management, and beneficial electrification. An understanding of energy policy and utility regulation is important. The Trust seeks candidates with superb writing and speaking skills as well as attentiveness to detail. This position contributes to a mission-driven, enjoyable, and stimulating work environment.

Please note that this job description is not a comprehensive list of all activities, duties, or responsibilities required in this position.

NEXT STEPS

Please send a **resume** and **cover letter** indicating that you are applying for the Manager for Regulatory and Legislative Affairs position and describing your interest in Efficiency Maine and relevant qualifications. If you do not live in Maine, describe your interest in the State. Send all materials to hr@energymaine.com.

COMPENSATION AND BENEFITS

Efficiency Maine is committed to fair employment practices and employee pay equity. We do not discriminate based on protected class (race, sex, veteran status, disability, age, color, religion, national origin, marital status, sexual orientation) in the payment of wages or screen applicants based on their current or past compensation. We determine salary by reviewing your application materials to evaluate your related education, experience, and training. Efficiency Maine is an equal opportunity employer.

Salary Range: \$65,000-\$75,000

Actual compensation packages are based on several factors that are unique to each candidate, including but not limited to skill set, depth of experience, and equitable salary placement among staff.

Benefits:

- Health insurance (with copay reimbursed) and dental insurance
- Hybrid working in our Greater Portland Area office, Augusta office, and some remote work with supervisor approval
- 20 days paid time off and 13 holidays per year, plus 2-week longevity leave every seven years
- 401(a) and 457 retirement plans with Efficiency Maine's contribution of up to 5% of your salary
- Flexible health and dependent-care spending accounts
- Employer-paid life insurance, short-term disability insurance, and long-term disability insurance
- Employee assistance program
- Cell phone stipend

MORE ABOUT THE POSITION

Sample tasks include:

- Managing Trust participation in PUC proceedings: Assist the Director of Strategic Initiatives in managing the Trust's involvement in PUC proceedings across multiple dockets. This will include monitoring new case files, tracking deadlines and data requests, and ensuring the Trust has sufficient resources to respond appropriately.
- Drafting filings: Work closely with the Director of Strategic Initiatives to draft filings. This will include reviewing past positions taken by the Trust and other parties, generating new positions that emerge from internal meetings, and synthesizing best practices from other jurisdictions.
- Monitor and support activities related to relevant state legislation: Track new and pending legislation and help prepare testimony, as needed.
- Researching policies: In consultation with the Director of Strategic Initiatives, maintain a general awareness of emerging best practices in other jurisdictions pertaining to the Trust's focus areas.
- Preparing publications and presentations: Prepare material for inclusion in the Trust's publications and presentations, including the Annual Report, the Triennial Plan, and Annual Updates to the Triennial Plan.

Essential Skills:

- Communications – Ability to observe, ask relevant questions, and listen intently to gain actionable insights; Ability to speak, write, and present effectively; Ability to communicate technical information to a broad range of readers.
- Project management – Ability to develop plans with precise tasks, assignments, and due dates; gain buy-in from participants and keep projects on schedule.
- Problem-solving – Ability to identify and assess problem situations, identify causes, gather and process relevant information, generate possible solutions, and resolve problems.
- Teamwork – Ability to foster teamwork and establish and maintain positive working relationships with others, both internally and externally, to achieve the organization's goals and build a culture of customer service.

Position Requirements:

- Education: Bachelor's degree required, preference for major or concentration in public policy, government, law, economics, environmental or energy studies, or a similar combination of education and work experience
- Employment history: Three to five years of work experience in regulatory proceedings, policy analysis, or similar positions is required; experience in utility regulation or the energy industry is strongly preferred.
- Authorization to work in the United States

ABOUT EFFICIENCY MAINE

Efficiency Maine is an independent, quasi-state agency that runs the State's energy efficiency programs. Our nationally recognized programs offer financial incentives, technical information, and a network of independent contractors to help homeowners and businesses save money and reduce their greenhouse gas emissions. The result is job growth, better grid reliability, improved energy independence, a stronger local economy, and critical progress toward meeting the State's climate change goals. Visit efficiencymaine.com for more information.