

## **Interwest Energy Alliance Executive Director Job Description**

Established in 2002, the Interwest Energy Alliance is a 501(c)(6) trade association representing the nation's leading renewable energy industry companies, bringing them together with the West's non-governmental advocacy community to develop and advocate for policies that build markets and the successful implementation for renewable energy projects – focusing on wind and solar . Interwest is an officially recognized regional partner of the American Wind Energy Association and is active in the six states of Arizona, Colorado, Nevada, New Mexico, Utah and Wyoming. Interwest retains lobbyists, attorneys and expert consultants to represent its members' interests in its footprint states, focusing on legislative and regulatory proceedings and working with Governors, state energy offices, regulators and other energy policy stakeholders.

### **Scope of Duties**

- Working with the board of directors and members, identify key state legislative, regulatory and policy priorities in Interwest's six states; develop consensus policy positions and implement strategic action plans on those priorities
- Facilitate member relations, including working with members for emerging issues to address and the identification of near and longer-term policy priorities.
- Coordinate and manage technical consultants, legal counsel, and lobbyists around Interwest's policy priorities and strategic action plans
- Prior to legislative sessions, develop coordinated lobbying strategies among Interwest's, members' and close allies' lobbyists; work throughout legislative sessions to manage and coordinate Interwest lobbyists
- Maintain and expand professional working relationships with Governors, state energy offices and key state legislative and regulatory policy champions
- Continue Interwest's work to build strong and diverse coalitions to support renewable energy development with conservation groups, rural areas, consumers, and business groups
- Manage annual budgeting and policy prioritization process including new member recruitment, existing member retention, identification of grant and other funding opportunities, and preparation or oversight of grant applications
- Identify and participate in events relevant to renewable energy industry issues, such as industry conferences (particularly AWEA-sponsored events) and other key events
- Organize and run Interwest board and policy committee meetings; track industry data and issues and serve as the primary liaison to other national and regional partner groups
- Identify and lead efforts to educate the public about renewable energy in key states, communicating with with press, other trade groups, industry members, and legislators, government employees and regulators on key energy policy issues
- Oversee internal communications and manage Interwest's program associate's work on the website, newsletter and member updates via e-mail and other communication forms
- Facilitate consensus wind industry policy positions on issues that cross regional partner boundaries

- Office management, payroll, accounting and taxes
- Other duties that may be assigned by board of directors

### **Qualifications**

- Ability to achieve consensus and cooperation among people with diverse backgrounds and perspectives
- A strong, high-level network of contacts in the energy/electricity policy community and established coalition-building skills
- Understanding of the legislative process and legislative campaigns
- Strong communication skills, both written and oral, as well as the ability to give informative presentations in front of diverse audiences
- Sound judgment and instincts, good analytical, conceptual and strategic thinking skills, the ability to develop and manage projects independently, the ability to adapt and respond quickly to change
- The ability to work independently, handle multiple tasks simultaneously, establish priorities, meet deadlines, and solve problems as they arise
- Proven willingness and ability to work productively as part of a team

### **Education/Experience**

A Bachelor of Arts degree with well- rounded training is required. Public policy and communications preferred. A Masters degree is preferred. Experience with energy and/or environmental policy and issues also preferred. At least five years of progressively responsible experience is required.

To apply, send resume to [interwestenergyalliance@gmail.com](mailto:interwestenergyalliance@gmail.com) by Friday, January 13, 2012.