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## **Open Position: Montana and Idaho Policy Manager**

September 2023

Renewable Northwest seeks a **Policy Manager** to represent the organization in Montana and Idaho and to support legislative, regulatory, and policy activities with the goal of decarbonizing the Northwest. The Renewable Northwest office is based in Portland, OR. The policy manager will be a remote employee based in Montana or Idaho, preferably within driving distance of either state capital. The position requires occasional travel to areas in the Pacific Northwest.

### **ABOUT RENEWABLE NORTHWEST**

Renewable Northwest is a regional nonprofit clean energy advocacy organization whose mission is to decarbonize the region by accelerating the transition to renewable electricity. Renewable Northwest serves four Northwest states – Idaho, Montana, Oregon and Washington. Member organizations include leading renewable energy businesses, environmental organizations, consumer groups and other renewable energy sector affiliates. Renewable Northwest offers a dynamic, challenging, and rewarding workplace where staff collaborates with members and allies to move the Northwest away from fossil fuels toward a clean energy future. Employees hold individual responsibility for respective focus areas, but are well supported by fellow staff who collaborate closely across policy, regulatory and industry sectors. Visit the [Renewable Northwest](#) website for additional background information.

### **STATEMENT OF INCLUSION**

Renewable Northwest values a diverse workplace and strongly encourages people from diverse backgrounds to apply for this position, including people of color, people with disabilities, immigrants, people with lived experience, and members of the LGBTQ+ community. Renewable Northwest is an equal opportunity employer. Applicants will not be discriminated against based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

- Represent Renewable Northwest in the Montana and Idaho State legislatures and assist in other states' policy processes as necessary.
- Represent Renewable Northwest in electric utility planning processes and at the Montana Public Service Commission and Idaho Public Utility Commission in utility regulatory proceedings.
- Develop, analyze, and critique utility, state, and regional renewable energy policy proposals.
- Coordinate with contract lobbyists and consultants to inform policymakers of the organization's position on policy proposals and educate them on the barriers to and benefits of renewable energy.
- Coordinate and conduct briefings for Renewable Northwest members and allies.
- Coordinate with member organizations and other allies to develop policy proposals and mobilize greater support for renewable energy policies.
- Develop trust and maintain relationships with decision-makers, the broader environmental community, community-based organizations, and other key stakeholders.
- Collaborate with and support other Renewable Northwest staff on issues such as renewable energy policy, clean energy standards, transmission, regional markets, integrated resource planning, and climate change.

## QUALIFICATIONS

### Required:

- General knowledge of energy policy, the utility regulatory process, and land use principles.
- Combination of college level coursework and/or 3-5 years relevant professional experience in clean energy, public policy, and advocacy. Relevant experience includes (but is not limited to) work in utility, land-use, local economic development organizations, political, research institute, renewable development, policy, legal, or government settings.
- Stellar writing, editing and public speaking skills.
- Strong relationship building skills.
- Proven ability to work both independently and collaboratively.
- Ability to manage multiple tactical projects while advancing cohesive overarching strategy.
- Ability to work efficiently, yet strategically, within tight deadlines.
- Passionate and productive work ethic.

**Desirable:**

- Experience working in a non-profit setting with a mission-driven staff and board.
- JD degree is a plus, but is not required.
- Experience with MacOS, Excel, PowerPoint and Google Apps (Drive, Docs, Sheets, Gmail).

**COMPENSATION AND AMENITIES**

- Starting Salary Range: \$80,000 - \$100,000

**Renewable Northwest offers a very comprehensive benefits package, including:**

- Complete coverage of premiums for medical, vision and dental for employee and family members
- Unlimited PTO after 1 year of employment
- Paid family medical leave
- Paid day of service
- Flexible work schedule
- Employer contribution equal to 5% of salary to a SEP/IRA retirement account

**TO APPLY**

Submit the following materials in PDF format via email to: [admin@renewablenw.org](mailto:admin@renewablenw.org)

- Cover Letter
- Resume
- List of three references (include: name, title, relationship to applicant, contact info)
- Writing sample, preferably relevant to the job description

Incomplete applications will not be considered.

Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.

**Application Deadline:** Open until filled.