

**Position:** Program Manager (State Lead)

**Team:** Electric Vehicle Policy

**Location:** Georgia / Florida

### The Opportunity

Are you a motivated policy professional looking for an engaging opportunity in the electric vehicle policy space? Do you enjoy mobilizing people toward a common goal? Can you use your keen organizational skills and awesome attention to detail to benefit a growing team of motivated colleagues?

### We Have:

- A fantastic team of EV experts working together to decrease U.S. dependence on oil and achieve economic and environmental benefits through widespread transportation electrification.
- A growing policy team helping to evolve EV policy at national, state, and local levels during a critical juncture for the industry.
- A network of unique messages and messengers to help drive policy victories in a divided political landscape.

### You'll Work On:

- **Policy Leadership:** Manage opportunity analyses for EV policy to guide stakeholder engagement and demonstrate the rationale and impacts for a range of policy options based on different metrics.
- **Execution of the Project Planning, Goal Setting, Strategic Coordination, Resource Management and Tracking:** Lead the management of select projects, which includes adherence to program budgets, implementing a strategic process, evaluating and adjusting the plan, and reporting.
- **Mobilizing Stakeholders:** Contribute to customized technical and policy training in priority states, which will bring together key stakeholders.
- **Outreach and Expanding Partnerships:** Manage a portfolio of diverse partner organizations and/or organizing consultants. Participating in and presenting at conferences, events and webinars, and evaluating collaborative opportunities with external organizations.
- **Initiative Deployment and Network Activation:** Launch implementation programs in strategic locations that will help build political support, influence key local and state-level decision makers, and help to increase public/private investment in electrification.
- **Remote Team Participation:** Responsible for managing remote staff, interns and consultants.
- **Coordination within EC Departments to Support Program Goals:** Coordinating within multiple departments to meet defined goals/timelines.

**You Have:**

- Demonstrated knowledge of the EV market and existing state/industry relationships.
- An entrepreneurial spirit that seeks to explore new ideas, new partnerships, new ways of working.
- A flexible mindset whereby you can pivot to support policy and program implementation in various roles from research, data analysis, document writing and editing, attending and coordinating meetings, and other diverse roles.
- Direct project and policy management/development experience, preferably including at least 5 years of experience coordinating policy initiatives from creation to completion.
- Strong ability to develop and manage relationships at multiple levels and to work with partners that represent broad interests including government staff and elected officials, corporations, non-profit groups, academia, and volunteers.
- Ability to work both independently without close oversight, but also to be a team player who will productively engage with others at varying levels of seniority within and outside of the EC.
- Strong organizational and time management skills with exceptional attention to detail.
- Excellent verbal and written communication skills.
- Demonstrated ability to manage program staff, consultants, and interns.
- A bachelor's degree or further education/training.

**You Might Also Have**

- Prior experience in one or more of the following fields or sectors: electric vehicles, electric utilities, transportation, new technologies.
- Experience with proof of concept or demonstration projects.
- Direct experience coordinating or supporting all parts of a policy campaign: communications, administrative, planning, budgeting, partner recruitment, events, and political relationships.
- Experience coordinating field-based policy networks that work to actively engage a broad stakeholder community.

**What Are You Waiting For?!** To submit your application for this position please send a cover letter and CV to Annie Freyschlag, Consultant: [afreyschlag@electrificationcoalition.org](mailto:afreyschlag@electrificationcoalition.org).

**Compensation**

The opportunity garners a competitive salary and benefits package, \$40,000-65,000 in Washington, D.C. Salaries are localized to applicant's geographic location. We are open to both experienced and newer candidates; the offer will be reflective of a candidate's individual experience level.

**Benefits:**

- Health insurance (medical, dental, and vision coverage)
- Short-term & Long-term disability
- Retirement Plan (401k/Roth offered)
- Life insurance
- Flexible Spending Account
- Paid time off (PTO)
- Cell Phone Allowance

**About The Electrification Coalition**

The Electrification Coalition (EC) is a national, nonpartisan, not-for-profit organization committed to promoting policies and actions that facilitate the accelerated deployment of electric vehicles (EVs) on a mass scale. For more than ten years, the EC and its sister organization, Securing America's Future Energy (SAFE), have sought to reduce our nation's dependence on oil – which is currently responsible for powering 92 percent of our transportation system.

The last several years have been exciting for the EC as we have created and contributed to some of the most innovative public-private partnerships in transportation electrification, including our work on behalf of the American Cities Climate Challenge, the award-winning Climate Mayors EV Purchasing Collaborative, the Smart City Challenge, and numerous other initiatives. The EC also supports a broad suite of policies and initiatives at the federal, state, and local levels contributing to the accelerated electrification of the transportation and mobility sector.

**The EC is an equal opportunity employer.** We are committed to diversity and creating an inclusive environment for all employees. We encourage job seekers of all backgrounds to apply.

**COVID-19 considerations:**

We are continuing to fill our open positions and will be conducting all interviews via video conferencing and phone. For any new staff hired during this period, we will discuss telecommuting and remote work options as we continue our work.