



## **Center for Earth, Energy and Democracy is Hiring**

**Position Description:** Policy and Coalitions Program Director

**Reports to:** Executive Director

The Center for Earth, Energy and Democracy is seeking an experienced Policy and Coalitions Program Director (full-time exempt) to lead an exciting new phase of the organization's policy and coalition work. CEED is a small, and fast growing non-profit organization that works on environmental, energy and climate policy from a foundation of equity and justice. CEED is based in Minneapolis, Minnesota and works at the local, state, regional and national levels, and is currently in the process of expanding its policy and coalition-building program. As a member of the CEED team, the Policy and Coalitions Program Director will also work on behalf of CEED to ensure energy, environmental, and climate policy is equitable and just.

The selected candidate will play a key role in providing overall leadership in the strategy and execution of a fast-growing policy program at CEED. S/he must have experience with issue advocacy campaigns—preferably those that advance energy/environmental/climate equity and justice. S/he will work closely with CEED partners, policy-makers, and advocates to advance campaign goals on a variety of projects

Relevant activities will include network building, support/management of advocacy campaigns and coalitions, and coordinating policy-relevant events and trainings. The Program Director will also spend a portion of time supporting development and CEED partners on a range of policy issue areas; and support CEED fundraising.

### **Primary Duties (80-90%):**

- Lead the development of and support the execution and management of the organization's coalition work which includes supporting the facilitation of complex coalition and stakeholder consensus building processes;
- Work with senior staff to support data collection and analysis activities, including collecting and inputting data into spreadsheets and/or statistical packages and analyzing and interpreting the data, and preparing PowerPoints and other materials to convey information;
- Build strong working relationships with organizational and community partners;
- Work with the Executive Director, CEED staff, contractors, and/or strategic partners, to design and implement an outreach campaign plan that supports overall program activities;
- Serve as mentor to CEED junior staff to support their development;
- Monitor progress of plan activities and provide regular reports;
- Build and maintain exceptional relationships with policy-makers, program partners, coalitions, and advocates;
- Support the Executive Director and communications contractor in writing letters, policy reports, newsletters and develop other materials as necessary;

- Monitor state and local level policies and understand state policy landscape;
- Track relevant legislation and prepare regular reports;
- Organize and lead coalition conference calls and listserv discussions, where appropriate;
- Plan, implement and/or participate in relevant committee or task force meetings;
- Provide evaluation and event support as needed.

**Other duties (10-20%):**

- Work with senior management and team to develop and execute an integrated plan for raising funds from foundations and donors to support CEED programs;
- Develop proposals, letters of intent, memos, concept papers, budgets, and other program and technical materials to strategically pursue opportunities that align with CEED's needs and priorities;
- Help manage relationships with prospective funders, donors, clients through targeted planned outreach and ongoing contacts with foundation program officers;
- Support the planning and execution of cultivation activities and events to promote the organization and partners and represent the organization at prospecting events;
- Support the development and dissemination of all relevant marketing and prospecting materials.

**Qualifications Specific Requirements for this Position:**

- A minimum of an M.A./M.S., professional degree public policy (with a focus on energy and environment), or a relevant area and a minimum of 4 years of experience is required;
- Demonstrated experience with working with Indigenous and communities of color;
- Direct experience in coalition building and facilitation;
- Knowledge of public policy, legislative, and regulatory processes;
- Ability to work effectively with a variety of groups including grassroots groups, advocates and researchers, and policy makers;
- Excellent writing skills and the ability to present information in a variety of formats and styles for difference audiences;
- Strong skills in planning, preparing and delivering remarks;
- Strong interpersonal skills and the ability to work well in a team with others;
- Strong organizational and administrative skills; with keen attention to detail.

**Salary:** Dependent on qualifications; CEED provides full health benefits

**Deadline:** Open until filled

**Applications must include:** A cover letter describing applicants interest in the position and relevant experience based on position qualifications; a resume; name and contact information of three references. **Send applications either via email to Say Yang ([syang@ceed.org](mailto:syang@ceed.org)); Or by mail: CEED, c/o Say Yang, 4511 34<sup>th</sup> Avenue S., Suite A, Minneapolis, MN 55406**