



## **CLEAN ENERGY POLICY ANALYST**

### **ABOUT THE POSITION**

This is an exciting opportunity for a knowledgeable and entrepreneurial individual who is excited about securing federal, state, and local funding to support the creation of clean energy projects that cut energy burdens in half, celebrate community ownership, advance housing equity, and support local jobs and businesses. Groundswell's Clean Energy Policy Analyst will support the entire organization by analyzing government funding opportunities, leading internal decision making, and drafting initial grant proposal copy. Deep internal cross-functional teamwork will be essential, together with limited external, mainly virtual interactions with potential grant partners.

The Clean Energy Policy Analyst will be responsible for managing a portfolio of federal, state, and local funding announcements, assessing Groundswell viability for funding, and driving internal decision making to pursue or not. The role is intended to strategically support and build the capacity of under-resourced and under-served municipalities and communities across the region, uplifting Groundswell's core values including joyful service, taking care of each other, equity, and excellence. Critical thinking, problem solving, and the ability to translate a shared vision into a compelling proposal will be essential to achieving success. Maintaining an organized list of funding opportunities, their requirements, partner deliverables, internal team member input, and ultimately driving on-time results will be critical to success.

While the Clean Energy Policy Analyst will not have to travel a significant amount, a strong internal teamwork orientation will be important. A commitment to real-time sharing of information across the Groundswell enterprise, together with holding team members accountable to meet deadlines is essential.

The Clean Energy Policy Analyst, in alignment with Groundswell's strategic plan, will focus on funding opportunities that support small, rural, and under-served and under-resourced communities across the Southeast, upper Heartland, and the DMV / Mid-Atlantic who suffer some of the highest LMI energy burdens in the nation. Groundswell's strategic goals include cutting energy burdens in half for the communities we serve.

Groundswell is a values-driven social enterprise committed to a culture of belonging, and we invite you to review our [strategic plan and values](#) as you apply.

### **KEY RESPONSIBILITIES**

- Develop an expert-level understanding of the federal, state, and local energy policies that can support clean energy programs and projects.
- Analyze funding announcements to qualify and support local program deployment.



- Review and organize major relevant public funding opportunities for internal decision making.
- Organize meetings with internal team members and external partners to enable go / no-go decision making.
- Hold internal team members and external partners accountable for submitting deliverables on time.
- Lead proposal development to federal, state, and local funding opportunities.
- Update Salesforce regularly to share information across the enterprise.

### **CORE ACTIVITY (%)**

- 40% of time will be spent analyzing government funding opportunities, including pending legislation that would impact programs in priority markets.
- 40% of time will be spent leading the internal team to prepare written proposals.
- 20% of time will be spent organizing external partners to contribute on-time deliverables.

### **OTHER DUTIES**

This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required. Duties, obligations, and activities may change at any time with or without notice.

### **COMPETENCIES OR SPECIALIZED KNOWLEDGE**

- Deep appreciation for and understanding of diverse, under-resourced and low-income, and rural communities in the Southeast.
- Government technical grant writing experience.
- Excellent presentation and interpersonal skills.
- Excellent written communication skills.
- Committed to Groundswell's culture of belonging.
- Working knowledge of software applications, e.g., MS Office or Google suite.

### **SUPERVISORY RESPONSIBILITY**

The incumbent will not have supervisory responsibilities.

### **WORK ENVIRONMENT**

This is a Washington D.C.-based position operating in a hybrid work environment. Two in-office days are required every other week. When helpful to advance critical projects, the incumbent may travel to meet with partners, but this is expected to be on rare occasions.



## **POSITION TYPE AND EXPECTED HOURS**

This is a full-time, 40-hour-a-week position. The days and hours of work are Monday through Friday, 9:00 am to 5:00 pm, and core hours are from 9:30 a.m. to 4:30 p.m. Occasional evening and weekend work may be required as job duties demand.

## **TRAVEL**

Travel is expected to be infrequent.

In-person meetings within Washington DC are encouraged and also expected to be infrequent.

## **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's degree
- 4 or more years' experience in technical government grant writing
- 2 or more years' experience as an energy policy analyst

## **SUPERVISION**

The Clean Energy Policy Analyst will report to Groundswell's Market Development Director.

## **COMPENSATION**

Compensation for this position is consistent with Groundswell's established pay band for manager level roles, including a full-time employee benefits package.

## **BENEFITS**

- Groundswell pays 100% of the monthly premium for health, dental, vision, and long-term disability for full-time employees in accordance with Groundswell's policy. Groundswell also covers 50% of spouse and dependents covered under the Groundswell healthcare, vision, and dental plan.
- Matching 401 (k) plan contribution by Groundswell up to 4% for employees who choose to contribute to Groundswell's 401 (k) plan, with immediate vesting.
- \$45 per month to reimburse cellular phone use for business purposes.
- \$75 per month to reimburse home internet access for business purposes.
- Fifteen (15) paid vacation days per year; eight (8) sick days; and two (2) personal days. Vacation and sick leave accrue at the start of your employment, restart each year on January 1, and increase with tenure. Personal days begin after six months of employment.
- Groundswell also takes nine (9) paid federal holidays and a holiday break from December 24<sup>th</sup> to January 1<sup>st</sup> (inclusive).
- Short-Term Disability Insurance, Long-Term Disability Insurance, and Voluntary Life available.



- Pre-tax benefits such as Smart Benefits, Flexible spending accounts, and Dependent care are also available.

For more information about the organization's benefits and other personnel policies, Groundswell will provide a new hire orientation within the first week of employment.

## **HOW TO APPLY**

Candidates must submit a resume and cover letter to [hiring@groundswell.org](mailto: hiring@groundswell.org) detailing their qualifications and interest to be considered for this position. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Groundswell is an equal opportunity employer that is deeply committed to the principles of equity, diversity, and inclusiveness and seeks to create a culture of belonging for all.