



## Scope of Services: Policy Director

### General Functions

Shape, coordinate, and implement strategic initiatives in conjunction with members to meet the GridWise Alliance's goals. This includes, but is not limited to, convening member working groups, researching and analyzing public policy, drafting policy recommendations, developing reports, whitepapers, primers, fact sheets, and other communications to inform policymakers and other stakeholders about key grid modernization issues. The Policy Director should plan to summarize ongoing activities for members through monthly blog posts. Post topics may be directly related to the established monthly theme or may highlight ongoing relevant efforts.

### Essential Functions

- **Membership coordination and engagement.**
  - Work closely with GridWise Alliance members to research, monitor, and analyze policy developments related to grid modernization and the electricity system.
  - Form, coordinate, convene, and manage member working groups as needed to support GridWise position development and respond to requests for information or opportunities to form a public-facing GridWise Alliance message.
  - Develop or support the development of written materials that educate stakeholders and promote modernizing the nation's electricity grid, including projects like issue papers, or ad hoc external research efforts.
  - Support GridWise Alliance leadership in meeting strategic objectives through regular engagement in team meetings and advise on the Alliance's efforts to implement strategies on the federal and state level through a combination of educational materials, member consensus-building, and targeted legislative/regulatory responses.
  - Establish, maintain, and strengthen relationships with the GridWise Alliance leadership, GridWise Alliance membership, and peer organizations.
  - As approved by GridWise leadership, travel to and speak at member and peer conferences on issues of grid modernization and spreading knowledge of the GridWise Alliance name and message.
  
- **Grid Modernization Index (GMI) Readiness Report development**
  - Manage the contracting and coordination of the consultant team conducting the GMI statement of work. Expected to manage regularly occurring check-ins with both the advisory GridWise Outreach Committee, the consultant team, and GridWise membership.
  - Lead the GridWise side of the report development process, building on the GMI Readiness Framework published in April 2022.
  - Engage the broader GridWise membership in identifying case studies and information to highlight in the final GMI Readiness Report.



- **Technology Portfolio development**

- Based on the GridWise Technology Portfolio Whitepaper, released in December 2021, develop website content for stakeholder education and to highlight member activities
- Work with Technology Council Co-Chairs to invite speakers to the monthly Council meeting and discuss relevant and timely technology issues related to grid modernization

**Experience:**

A minimum of five (5) years' experience working on electricity policy issues at a utility, NGO, consultancy, academia, technology provider, with specific experience in analyzing and writing on public policy.

**Education/Qualifications:**

- Bachelor's degree required. Masters or Law degree preferred related to energy system technology and policy.
- Some travel required to conferences and industry events or GridWise Headquarters in Washington DC

**Required Skills:**

- Ability to analyze and interpret current electricity industry trends and develop materials to define the key issues for GridWise members and policymakers.
- Knowledge of the federal legislative process and a general knowledge of agency policy making processes, particularly DOE. Knowledge or experience in the state legislative and regulatory arenas a plus.
- Proven track record of successful project management and delivery of targeted results.
- Excellent communication skills
- Ability to form and work in coalitions, including experience working with energy and environmental stakeholders.
- Must be a highly motivated self-starter, with a positive, professional attitude, strong work ethic and critical attention to detail.
- Must always exercise good judgment, professionalism and leadership skills.
- Ability to function as an effective team member.

**Location:** Remote