

**National Association of State Energy Officials**  
**Job Posting: Clean Transportation Senior Program Manager**

**Description**

The National Association of State Energy Officials (NASEO) seeks a Clean Transportation Senior Program Manager to support NASEO's growing electric vehicle and transportation program by providing clean transportation policy and program analysis, research and facilitation support to the nation's 56 governor-designated State and Territory Energy Offices.

Working under the direction of NASEO's Senior Managing Director, the Clean Transportation Senior Program Manager will be responsible for supporting State Energy Offices' electric vehicle and transportation activities by: coordinating and convening the NASEO Transportation Committee, regional electric vehicle collaborations, and NASEO members and Affiliates generally for calls, webinars, and events; compiling examples, policy information, and analyses to support the creation of resources and web content; serving as a liaison between the State Energy Offices and federal agencies, as well as the private sector on electric vehicle and clean transportation issues; representing NASEO's transportation program at conferences and events; organizing and updating relevant sections of NASEO's website; overseeing day-to-day project management; and providing budget management, fundraising, and funder communication support to senior project leads.

The Clean Transportation Senior Program Manager will communicate regularly with state and external partners, including federal, corporate, philanthropic, and NGO representatives. The ideal applicant will have experience facilitating discussions amongst policymakers, solid understanding of the electric vehicle and clean transportation policy environment and market, demonstrate sound judgment, a sensitivity for the diversity and priorities of states, an enthusiastic demeanor, and exceptional oral and written communication skills.

Exceptionally qualified candidates may be hired at the Program Director level.

**Position Responsibilities**

- Conduct research and analysis on electric vehicle and clean transportation policies, programs, and market developments (including but not limited to case studies and model EV policy and programs; model RFIs, RFPs, and other program and policy templates; analysis of electric system needs as they relate to EV charging stations, etc.) to inform NASEO's delivery of technical assistance and informational resources (such as reports, workshops, and presentations) to members.
- Prepare summaries and analyses of relevant federal clean transportation policies and programs for distribution to members, and develop recommendations for states.
- Prepare written responses to RFIs and other time sensitive communications on an as-needed basis.
- Engage NASEO leadership to ensure key NASEO priorities and messaging are integrated into project designs, resources, and communications; such priorities may include, but

are not limited to, communicating the importance of State Energy Offices in electric vehicle and clean transportation policy and program development; advancing principles of equity, inclusion, and diversity in NASEO initiatives and events; and embracing bipartisan, practical solutions to the energy transition and climate challenge.

- Coordinate and convene NASEO members for calls, webinars, and events, and in particular NASEO's Transportation Committee and multi-state electric vehicle collaborations, to identify needs and priorities of the states, provide technical assistance, and facilitate peer-to-peer exchange.
- Respond to and anticipate State Energy Office transportation program, policy, and information needs.
- Represent NASEO's transportation program to external audiences at conferences and events.
- Oversee project management and reporting for grants, including federal cooperative agreements and private foundation funds.
- Coordinate project-related meetings, webinars, and events.
- Identify opportunities for new projects and support the preparation of funding proposals.
- Participate in NASEO staff meetings to encourage cross-program exchange and awareness.
- Ensure relevant sections of NASEO's website are kept updated and organized.
- Support NASEO conference preparation, development, and execution, which may require travel.

### **Desired Qualifications and Skills**

- Bachelor's degree or equivalent work experience in a related field; Master's degree is preferred.
- Experience facilitating dialogue between policymakers, ideally at the state level.
- Sound understanding of the EV and clean transportation policy environment and alternative fuels market.
- Excellent writing, speaking, meeting facilitation (both virtual and in-person), and computer/word processing abilities.
- Passion for, and demonstrated ability to appreciate and communicate, states' roles in advancing clean transportation policies and programs.
- Project organization and management abilities; experience with federal cooperative agreements is preferred.
- Demonstrated success in research and policy analysis.

### **About NASEO**

NASEO is the only national non-profit association for the governor-designated energy officials from each of the 56 states, territories, and District of Columbia. Formed by the states in 1986, NASEO is a nonpartisan organization that facilitates peer learning among State Energy Officials, serves as a resource for and about State Energy Offices, and advocates the interests of the

State Energy Offices to Congress and federal agencies. More information about NASEO's members, programs, and events is available at [www.naseo.org](http://www.naseo.org).

### **Compensation and Benefits**

The expected salary range for this position is \$85,000 - \$95,000, and is negotiable based on the candidate's experience. NASEO offers competitive salary and benefits, significant and regular opportunities for performance reviews and professional growth, and a collegial work environment. Exceptionally qualified candidates may be hired at the Program Director level.

### **How to Apply**

Interested candidates are invited to submit a resume (no longer than two pages) and one-page cover letter as PDFs to [jobs@naseo.org](mailto:jobs@naseo.org) with the subject line "NASEO Clean Transportation Senior Program Manager." Applications will be reviewed on a rolling basis until the position is filled.

### **Location**

This position is located in NASEO's office in Arlington, Virginia.