



## Minnesota Solar Energy Industries Association

We Move Minnesota Solar + Storage Forward

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# Policy & Regulatory Affairs Associate

## Job Description & Application Process

**Job Title:** Policy & Regulatory Affairs Associate

**Reports to:** The Policy & Regulatory Associate will report to the Director of Policy & Regulatory Affairs and the Executive Director.

**Job Type:** Full-Time

**Location:** Hybrid, combination of remote and in-person work

**Hiring Timeline:** Applications due November 27, 2023. Interviews in early to mid-December, on-boarding in early to mid- January 2024

### About MnSEIA

The Minnesota Solar Energy Industries Association (MnSEIA) is a member-driven 501(c)(6) nonprofit that promotes and protects Minnesota's solar and energy storage industries. Representing over 150 member companies, MnSEIA advocates in the state legislative and regulatory arenas to Move Minnesota Solar + Storage Forward.

### Job Overview

MnSEIA's Policy & Regulatory Affairs Associate helps advance the legislative and regulatory initiatives of the association. The Policy & Regulatory Affairs Associate engages in written and verbal advocacy work, policy tracking, and member training and education pertaining to policy development in the state of Minnesota. The Policy & Regulatory Affairs Associate advocates for MnSEIA's membership interests in all policy and regulatory work. and will serve as the chief assistant to advance the organization's political and regulatory agendas.

### Role Responsibilities

Responsibilities shall include, but not limited to:

1. Assist in the development and execution of the organization's legislative and regulatory strategy.

2. Assist in the lobbying of state legislators on solar and energy storage matters.
3. Write and edit regulatory comments and other filings for solar and energy storage matters at the administrative level.
4. Act as a backup testifier for legislative and regulatory hearings.
5. Assist with tracking bills and other positive or negative state solar and energy storage policies.
6. Develop talking points for MnSEIA members and other stakeholders that support our political work.
7. Create materials for member political & legal engagement.
8. Work to educate the members on what the political issues are and how they can help.
9. Serve as the primary assistant to the Executive Director and Director of Policy & Regulatory Affairs on all policy, regulatory and government relations matters.
10. Work on other various tasks and duties when assigned and in conjunction with other staff members.

The Policy Associate's performance is measured by MnSEIA's Executive Director in consultation with the Director of Policy & Regulatory Affairs.

### **Job Qualifications**

Applicant *must* have the following qualifications:

- Bachelor's degree from an accredited four-year college or university;
- Demonstrated ability to speak and write persuasively;
- Demonstrated ability to write concisely and quickly;
- A general understanding of the political and regulatory processes, and state agencies role/function in both;

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- Must be a strong public speaker and comfortable testifying in front of legislative and regulatory committees;
- Must have demonstrable critical and strategic thinking skills;
- Strong interpersonal skills and ability to be a team player;
- Self-starter who is able to work independently with little supervision;
- Willingness to work starting in January 2024, prior to the start of the Minnesota legislative session;
- Ability to put in potentially extended hours during the state legislative session and during open regulatory docket periods;
- Willingness to assist other staff members with various other tasks and duties when assigned.

It is *preferred* that the applicant has the following qualifications:

- A law degree from an accredited law school;
- A license to practice law in the state of Minnesota;
- 2-3 years of policy development, regulatory advocacy and/or state lobbying work;
- A general understanding of the solar and energy storage industries and the technologies involved in each.

### **Compensation and Benefits**

MnSEIA's Policy & Regulatory Affairs Associate is compensated between \$60,000 - \$70,000 depending on experience. Benefits include 22 days of paid time off (MnSEIA additionally observes all federal holidays), health-care plan paid 100% by employer, life and disability insurance, employer matched IRA options, company-paid phone plan, flexible hours, great work/life balance, ability to work remotely, and the opportunity to engage with a burgeoning and exciting industry while working for a growing, dynamic, and collaborative organization.

### **To Apply**

Email your cover letter, résumé, and a writing sample to [info@mnseia.org](mailto:info@mnseia.org). Please title the email with "Policy & Regulatory Affairs Associate" and your name. Any applications that do not include the above information or that are incorrectly titled may not be considered by the reviewers. Applications submitted via online job board platforms and not separately sent directly to MnSEIA as set forth above may not be considered. Applications are due by the close of business on November 27, 2023.

Find out more about MnSEIA at [www.MnSEIA.org](http://www.MnSEIA.org)