Minnesota Solar Energy Industries Association

We Move Minnesota Solar + Storage Forward

Director of Policy and Regulatory Affairs

Job Description & Application Process

Job Title: Director of Policy and Regulatory Affairs

Reports to: The Director of Policy and Regulatory Affairs reports directly to the Executive Director. Has dotted-line accountability to General Counsel for legal review and alignment with MnSEIA's legal strategy. Provides functional oversight of the Manager of Government Affairs through a dotted-line reporting relationship, including substantive policy direction and coordination of legislative work.

Job Type: Full-Time

Location: Hybrid, combination of remote and in-person work. One day a week is expected to work from our downtown Saint Paul office.

About MnSEIA

The Minnesota Solar Energy Industries Association (MnSEIA) is a 501(c)(6) nonprofit organization that powers Minnesota's solar and energy storage industries through education, advocacy, and industry leadership. MnSEIA convenes stakeholders, advances healthy and competitive markets, shapes equitable clean energy policy, and expands access to clean energy opportunities that benefit all Minnesotans. Through the collective strength of its more than 150 member companies and organizations, MnSEIA works at the legislature, in regulatory proceedings, and across the industry to build a stronger clean energy economy and move Minnesota's solar and storage industries forward.

Job Overview

The Director leads MnSEIA's policy development, regulatory agenda, and advocacy for Minnesota's solar and energy storage industries. The position gathers member and stakeholder input, develops recommendations, and maintains consistency across the association's legislative and regulatory positions. The Director manages MnSEIA's participation in Minnesota Public Utilities Commission proceedings and relationships with Minnesota state agencies. The Director works closely with General Counsel on legal

strategy and provides substantive policy direction to the Manager of Government Affairs. The position remains actively involved in legislative drafting, negotiation, and testimony.

Role Responsibilities

Responsibilities shall include, but not be limited to:

1. Lead policy research and member consultation; assess the practical effects of proposed policies on installers, developers, customers, and other members.
2. Develop recommended positions and policy language aligned with approved organizational priorities.
3. Review legislation and amendments for policy, regulatory, and operational implications, with General Counsel providing legal assessment.
4. Manage MnSEIA's regulatory agenda and participation in Minnesota Public Utilities Commission dockets, including priorities, assignments, deadlines, comments, and testimony.
5. Develop regulatory recommendations and advocacy strategies with General Counsel, maintaining alignment with MnSEIA's legal strategy.
6. Manage relationships with Minnesota state agencies, including the Department of Commerce. Lead engagement on policy development, rulemaking, program implementation, and issues affecting members.
7. Provide substantive policy direction to the Manager of Government Affairs and coordinate policy research, legislative drafting, and development of MnSEIA's legislative agenda.
8. Participate in bill development, legislator meetings, hearings, negotiations and coalition discussions.
9. Assess proposed compromises and implementation consequences, incorporating the Manager's advice on political feasibility and timing.
10. Convene member workgroups and technical stakeholders on interconnection, distributed generation, energy storage, utility programs, market access and emerging issues.
11. Maintain consistency across policy positions, filings, testimony, member updates and external advocacy.
12. Brief the Executive Director and General Counsel on policy developments, member concerns, risks, and recommended actions. Maintain regulatory deadlines and next steps in the shared tracking system.
13. Contribute to the Manager's performance evaluation and identify policy-related professional development needs.

Job Qualifications

Applicant *must* have the following qualifications:

- Juris Doctor degree required. Attorney licensure is preferred but not required; General Counsel retains responsibility for legal advice and representation.
- At least five years of relevant policy, regulatory, energy industry or related experience, including responsibility for complex analysis and stakeholder engagement.
- Working knowledge of utility regulation and renewable energy markets, with demonstrated ability to analyze legislation and regulatory records and prepare persuasive comments or testimony.
- Ability to provide clear policy direction, coordinate work across functions and manage competing deadlines in a small team.
- Strong judgment, writing and negotiation skills, including the ability to work with members who have different commercial interests.

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

- Experience managing regulatory proceedings, deadlines and stakeholder relationships. Minnesota PUC and state agency experience.
- Solar or energy storage industry experience.

Authority and Working Relationships

The Director has senior responsibility for MnSEIA's policy development, substantive legislative review and regulatory advocacy. Within approved organizational priorities, the Director directs policy research and drafting, establishes substantive policy direction and maintains consistency across legislative and regulatory positions. The Manager leads Capitol relationships, legislative operations, and political execution within approved policy positions. The Manager provides political and legislative advice to inform the Director's decisions and is accountable for incorporating the Director's substantive direction. The Director seeks the Manager's input but retains authority over policy substance within the Executive Director's approved parameters. Unresolved disagreements, material concessions, new positions, and significant organizational commitments go to the Executive Director for resolution, with General Counsel's advice where relevant. General Counsel directs legal strategy and provides independent legal review. The Executive Director retains direct personnel supervision and final organizational authority.

Compensation and Benefits

Salary range: $75,000–$90,000, commensurate with experience. Benefits include 22 days of paid time off (MnSEIA additionally observes all federal holidays), health-care plan, 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.

To Apply

The hiring timeline is flexible, with an anticipated start date in Winter 2026.

Email your resume and cover letter to info@mnseia.org with "Director of Policy and Regulatory Affairs" in the subject line.

Commitment to Diversity, Equity, & Inclusion

At MnSEIA, we deeply value diversity and recognize that a successful transition to a clean energy economy must be equitable and inclusive. We are actively committed to building and sustaining an organization and industry that truly reflect the rich diversity of Minnesota. We believe that incorporating a wide range of backgrounds, perspectives, and lived experiences makes our organization stronger, more innovative, and our advocacy more effective. MnSEIA is an equal opportunity employer, and we strongly encourage individuals from all backgrounds and communities to apply.

Find out more about MnSEIA at www.MnSEIA.org