



Position Title: State Strategist - West

Status: Full-time; Exempt

Location: Remote with a strong preference for those based in AZ, NM, NV, or CO; open to other locations.

Reports to: Director of Policy Accelerator

Job Family: Strategy Manager

Date Revised: May 21, 2024

Summary of Position:

The State Strategist position works with Equity Fund grantee partners to identify and fill their policy capacity needs while the grantees expand their capacities. The State Strategist also supports the development of data-driven justifications for climate equity policies and reinforces the CCEEF grantee's thought and policy leadership in climate and energy justice. The State Strategist supports grantee partner organizations to pass equitable environment and clean energy policies at the state level soon.

Position Responsibilities:

- Support grantee's state-level campaigns and regulatory actions to advance policy solutions, including creating unique and accessible research, reviewing draft comments, contracting and managing experts to draft expert witness testimony, drafting public communications, organizing meetings with decision-makers, etc.
- Evaluate, track, and create educational resources for new and existing policies and issue areas associated with climate justice and energy equity that grantees may want to consider pursuing.
- Track policy landscape in the region to identify and elevate opportunities for grantees to influence climate and energy policy outcomes that align with the partners' agenda and analysis.
- In partnership with the federal strategist, support the implementation of programs and policies resulting from the passage of federal guidelines.
- Collaborate with the region's Program Officer to build relationships with grantees and support grantmaking strategy.
- Work with contract researchers to design and deliver accessible research and policy analysis to support the grantee's advocacy efforts, influence key decision makers, and inform the field.
- Utilize the Fund's peer-to-peer network of grantee partners to advance the generation of policy sharing across Equity Fund states.
- Represent the Equity Fund in national, regional and state forums, both through speaking and writing engagements.
- Collaborate with other teams internally, including sharing updates on what is happening in your region, identifying and communicating emergent needs in the field, and representing the policy team in internal meetings.
- Track and report grantee projects for internal and external reporting requirements.
- Support Grantmaking staff with organizing grantee convenings, including biannual National Grantee Summit.
- Travel to offsite meetings and other Equity Fund events, roughly 2-3 times per quarter.
- Other duties as assigned.

Education:

- Any combination of training, education, and/or experience demonstrating the ability to perform the position's essential functions.

Experience and Skills:

- Combined 5+ years of professional, research/academic, and/or lived experience in climate change/clean energy policy campaigns, or related fields, such as community organizing, racial and economic justice, and/or philanthropy.
- Strong interpersonal skills and ability to work flexibly, and collaboratively as part of a growing team
- Effective at self-starting and working remotely, with high level of self-organization with close attention to detail,

ability to navigate in a dynamic environment

- Humility: Ability and openness to learning from grantee partners, colleagues, and other peers.

Technical Competencies:

- Subject matter expertise in climate, energy, or environmental justice policy
- Demonstrated commitment to economic and racial equity
- Analytical thinking
- Coaching/mentorship
- Legislative strategy (state-level expertise preferred)
- Public policy knowledge
- Research skills
- Writing/reading legislation, policy briefs, etc
- Knowledge of grassroots and coalition organizing

Behavioral Competencies:

Universal Competencies for All Staff:

Detail key behaviors necessary for each employee to perform effectively across the organization.

- **Accountability:** Holds self and others accountable for accomplishing measurable, high-quality, timely, cost-effective results.
- **Collaboration:** Builds constructive working relationships with clients/customers/grantees, other work units, community organizations, and others to meet mutual goals and objectives; behaves professionally and supportively when working with individuals from various ethnic, social, and educational backgrounds.
- **Communication:** Conveys and receives information and ideas through various media to individuals or groups in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Keeps others informed appropriately; demonstrates effective written, oral, and listening skills.
- **Commitment to Equity:** Has lived experience and systems-level understanding of equity, diversity, and inclusion. Cultivates opportunities through diverse people; respects and relates well to people from varied backgrounds; understand various worldviews and is sensitive to group differences; sees diversity as an opportunity; challenges bias and intolerance. Appreciates and leverages all individuals' capabilities, insights, and ideas. Works effectively with individuals of diverse styles, abilities, and motivations.
- **Teamwork:** Participates as an active and contributing team member to achieve team goals. Works cooperatively with other team members, involves others, shares information as appropriate, and shares credit for team accomplishments.

Competencies for Strategy Managers:

Detail key behaviors necessary for each employee to perform effectively in their specific role.

- **Adaptability:** Adapts workflow to accommodate changes when opportunities arise, or work priorities shift. Adjusts plans on a quick timeline when needed. Accepts changes as part of the process to meet goals and is willing to engage in tension that might arise. Remains optimistic when changes occur.
- **Decision-Making & Problem-Solving:** Breaks problems into components and recognizes interrelationships; makes sound, well-informed, and objective decisions. Compares data, information, and input from various sources to conclude; acts consistent with available facts, constraints, and probable consequences.
- **Detail Oriented:** Achieves thoroughness and accuracy when accomplishing tasks. Tracks multiple pieces of information at the same time. Ensures the accuracy of work. Is aware of processes and timelines and engages in work promptly. Accomplishes tasks by considering all areas involved, no matter how small; shows concern for all aspects of the job; accurately checks processes and tasks.
- **Program Planning:** The ability to determine specific program goals and priorities and to assess the actions, time, and resources needed to achieve those goals.
- **Strategic Thinking:** Obtains information and identifies key issues and relationships relevant to solving problems, thinking through solutions, and committing to a course of action to accomplish a goal after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values.
- **Relationship Management:** The ability to understand other people's moods, behaviors, and motives in order to improve the quality and connection of relationships (requires social awareness and empathy). Develops, manages, and uses collaborative relationships to facilitate the accomplishment of work goals.

Benefits: Climate and Clean Energy Equity Fund offers a comprehensive benefits package that includes health, dental,

and vision insurance for employees and their families. Employees can enroll in a 401K retirement plan that includes a generous employer match. Employees also earn 160 hours of paid vacation time, 10 days of sick leave, 10 holidays, and 5 personal leave annually.

Compensation: The salary range for this role is \$115,000-\$135,000. New hires are typically hired into the middle portion of the range, enabling employee growth in the range over time. Actual placement in range is based on job-related skills and experience, as evaluated throughout the interview process. Pay ranges are adjusted based on cost of labor in each respective geographical market.

Hiring Statement

Climate and Clean Energy Equity Fund is a newly independent 501(c)(3) public charity, committed to attracting, developing, and retaining exceptional people and to creating a work environment that is dynamic and rewarding. Our work environment is safe and open to all employees, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

COVID-19 Policy Language

To center the safety and well-being of its employees, the Climate and Clean Energy Equity Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@theequityfund.org.

HOW TO APPLY

Applicants should email jobs@theequityfund.org and must include a resume and a one-page cover letter focused on applying your relevant experience to the needs of this position and includes your salary requirement. Email MUST reference “**STATE STRATEGIST-WEST**” position in the subject line. The position will remain open until filled. No calls, please. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool in the belief that employees from diverse backgrounds are critical to achieving our goals. We strongly encourage applications from persons with diverse backgrounds and experiences.