

SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

Senior Project Manager - Energy Policy and Markets

This position is one of several position descriptions for jobs relating to Solar for All posted on the Clean Energy States Alliance [Solar for All webpage](#). It is not necessarily an active job description, but an example for other states to use for their own recruiting purposes.

Location: Raleigh, NC (some remote)

Working Title: Senior Project Manager - Energy Policy and Markets

Agency: North Carolina State University

Salary: Commensurate with education and experience

Requirements and Preferences

Work Schedule: M-F 9:00AM - 5:00PM, some remote/flexible

Other Work/Responsibilities

- Manage major grant-funded projects, including the Center's work on the EnergizeNC Solar for All program, and ensure compliance with grant requirements
- Conduct stakeholder engagement and facilitate workshops and meetings
- Collaborate with the Managing Director – Policy & Markets to develop strategic plans and initiatives for the Policy & Markets Team
- Support the Managing Director – Policy & Markets on administrative and team management tasks
- Engage with potential policy research & analysis clients, develop proposed scopes of work, and manage active projects
- Identify and lead the preparation of proposal responses to federal, state, and foundation funding opportunities
- Develop and manage partnerships with other organizations
- Conduct policy research and analysis, staying abreast of recent energy policy developments and trends, and synthesizing findings to produce insights and thought leadership
- Present on energy policy topics at workshops, conferences, and other meetings, and represent the Center at various working group and stakeholder meetings
- Oversee policy analyst staff and/or interns

Minimum Experience/Education

- Bachelor's degree in a relevant field
- Five years or more of professional work experience in energy policy or a related field

Department Required Skills

- Significant knowledge of clean energy and energy policy
- Excellent written and oral communication skills, including public speaking skills
- Experience managing large projects and initiatives
- Ability to work as a team player and collaborator
- Excellent analytical and organizational skills, including attention to detail
- Excellent strategic thinking skills and ability to develop innovative solutions
- Willingness to travel as needed

Preferred Years Experience, Skills, Training, Education

- Seven or more years of professional work experience in energy policy or a related field
- Advanced degree in energy or environmental policy, public policy, or a related field
- Experience supervising staff and/or interns
- Grant writing and business development experience
- Stakeholder and partner engagement experience

Required License or Certification

N/A

Valid NC Driver's License required?

No

Commercial Driver's License Required?

No

Recruitment

Anticipated Hiring Range: Commensurate with education and experience

Job Open Date: 03/26/2025

Applicant Information

Quick Link: <https://jobs.ncsu.edu/postings/216180>

AA/EEO: NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran. Individuals with disabilities requiring disability-related accommodations in the application and interview process are welcome to contact 919-515-3148 to speak with a representative at the Office of Equal Opportunity.

If you have general questions about the application process, you may contact Human Resources at (919) 515-2135 or workatncstate@ncsu.edu.

Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. Degree(s) must be obtained prior to start date in order to meet qualifications and receive credit.

NC State University participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. How did you learn of this opportunity?
 - ☐ NCSU Website
 - ☐ Job Alert (automated email from our system)
 - ☐ NCSU Executive Search Services
 - ☐ Monster.com
 - ☐ CareerBuilder.com
 - ☐ InsideHigherEd.com
 - ☐ HigherEdJobs.com
 - ☐ Other Online Job Board
 - ☐ Carolina Job Finder / Employment Guide
 - ☐ Job / Career Fair
 - ☐ The Chronicle of Higher Education
 - ☐ Professional Journal
 - ☐ Print Advertisement (Newspaper / Periodical)
 - ☐ Radio / Television Advertisement
 - ☐ Professional Organization
 - ☐ Higher Education Recruitment Consortium (HERC)
 - ☐ Direct Contact from NCSU HR Representative / Recruiter
 - ☐ NCSU Employee Referral
 - ☐ Social Media (LinkedIn, Twitter, Facebook, Other)
 - ☐ Other
2. If you learned about this vacancy from "other source" or "other website", please provide the source. (Open Ended Question)

Applicant Documents

Required Documents

- Resume
- Cover Letter
- Contact Information for References
- Short Writing Sample