

JOB DESCRIPTION: Electric Infrastructure Program Director

Non-Exempt

Part 1: Position Summary

Directs, manages, and executes on BEL strategic initiatives related to applicable programs. Develops and performs key tasks and activities, such as facilitating USDA/DOE program meetings and events, and engaging electric utilities to support BEL initiatives. Undertakes program-related BEL operations and project work as needed, including supporting event logistics, marketing, and outreach.

Part 2: Duties and Responsibilities

- Play a crucial role in expanding the BEL network of electric utilities and securing funding to support relevant initiatives.
- Develops, processes, and disseminates of various documents including correspondence, reports, and leading practices.
- Conducts relevant outreach activities, including phone calls, emails, and in-person meetings, to establish rapport and understand their needs and goals.
- Coordinates and facilitates meetings with electric utilities, USDA/DOE representatives, and other relevant stakeholders.
- Prepares meeting agendas, presentations, and necessary documentation to ensure productive and efficient discussions.
- Facilitates dialogue and fosters collaboration among participants, encouraging active engagement and information sharing.
- Documents meeting outcomes, action items, and follow-up tasks, and distribute meeting minutes to stakeholders.
- Monitors USDA/DOE programs and funding opportunities that are relevant to electric utilities. Analyzes program guidelines and eligibility criteria to determine the suitability of each opportunity.
- Collaborates with electric utilities to assess their project needs and align them with appropriate funding programs.
- Provides guidance and support in the development of grant proposals as needed.
- Cultivate strong relationships with key stakeholders, including electric utility leaders, USDA/DOE officials, and industry organizations.
- Performs research on issues of interest for BEL sponsors and staff as assigned.
- Proactively shares relevant information with the BEL team.
- Other duties as assigned.

Part 3: Qualifications

- Bachelor's degree in a relevant field; advanced degree preferred.
- Proven experience in relationship management and the energy or utility sector.
- Strong knowledge of USDA/DOE programs and funding mechanisms for utilities.
- Familiarity with the electric utility business model and its unique challenges and opportunities.
- Excellent interpersonal and communication skills, with the ability to build rapport and effectively convey complex information to diverse audiences.
- Demonstrated ability to facilitate meetings, lead discussions, and manage group dynamics.
- Strong analytical and problem-solving skills, with the ability to identify opportunities, assess feasibility, and develop program-related plans.
- Detail-oriented and highly organized, with the ability to manage multiple tasks and deadlines simultaneously.

- Proficient in using productivity tools and software for work-related duties, project management, data analysis, and report generation.
- Ability to travel as needed to work at BEL meetings, both in and out of town.
- Ability to work remotely and maintain a professional environment with consistent daytime hours.

As of May 2023