NC SUSTAINABLE ENERGY ASSOCIATION

Position: **Director of Regulatory Affairs**
Reports To: **Executive Director**
FLSA Class: **Exempt**
Supervises: **Regulatory Affairs Staff, Interns and Fellows**

Position Summary:

The Director of Regulatory Affairs leads NC Sustainable Energy Association's (NCSEA) regulatory strategy, compliance, and advocacy - navigating a complex federal and state legal landscape of electricity regulation. This role will utilize advanced legal knowledge to translate high-level regulatory goals into comprehensive and actionable advocacy strategies designed to expand clean energy access in the state and will lead the Regulatory Affairs Team in the execution of these strategies. The Director of Regulatory Affairs adequately ensures the regulatory team is aligned on strategy in connection to the strategic plan and mission of the organization, and coordinates with members and partners to advance regulation in line with market needs. This position will directly represent NCSEA at the NC Utilities Commission, the Federal Energy Regulatory Commission (as relevant and necessary) and other legal venues, as well as offer support and guidance to staff and staff attorneys representing NCSEA in these forums.

***** Position is Hybrid/Remote. Residence in the Raleigh Metro or Triangle area required. *****

Responsibilities:

Regulatory

- Lead NCSEA's regulatory advocacy, in coordination with NCSEA's Senior Regulatory and Legal Counsel and partner organizations, before the NC Utilities Commission ("NCUC") and, as necessary, the Federal Energy Regulatory Commission ("FERC") and various courts, on issues related to renewable energy, energy efficiency, and other topics related to organizational mission.
- Determine when it is strategically advantageous for NCSEA to engage in regulatory proceedings.
- Develop comprehensive strategies and campaigns designed to advance top regulatory priorities. This includes, but is not limited to, identifying witnesses and evidence, coordinating with partner organizations, outlining a multi-docketed intervention strategy, crafting program proposals, and leading inter-team delegation of responsibilities.
- Draft high-quality filings including but not limited to motions, briefs, comments, and pre-filed witness testimony as needed.
- Participate in hearings before the NCUC, including direct and cross-examination of witnesses, making appropriate objections, and oral arguments.

General Administration and Management

- Provide onboarding, training, supervision and professional development to members of the Regulatory Affairs Team.
- Establish clear roles, responsibilities, priorities, performance expectations, and measures of success for members of the team.
- Develop a comprehensive regulatory plan and strategy, guiding the work of the regulatory team on an annual basis.
- Set annual and longer-term priorities for the department and ensure staff resources are aligned with NCSEA's strategic objectives.
- Foster a culture of intellectual rigor, collaboration, initiative, accountability, and continuous learning.
- Recruit and supervise legal and policy interns as necessary.
- Support the drafting of grant proposals, grant reporting, and other fundraising activities.
- Provide Regulatory Affairs support for events and other member engagement activities.
- Provide input into and maintain NCSEA's Regulatory Affairs budget.
- Participate in other activities as assigned.

Policy Research and Analysis

- Conduct and recommend research on existing and emerging regulations, analyzing their impact on NCSEA's Regulatory Affairs goals, positions, and desired outcomes.
- Manage legal research to develop and support NCSEA's policy goals, positions, and desired outcomes.
- Manage process for developing policy memos, white papers, and other materials to communicate NCSEA's policy goals and provide updates on the status of initiatives, campaign plans, and strategies.
- Document the outcomes of initiatives, campaign plans, and strategies to implement NCSEA's policy goals.
- Monitor policy activities, decisions, and other energy-related issues in North Carolina and in other states.

Member, Partner, and Industry Relationships

- Develop materials to communicate NCSEA's policy goals, positions, and initiatives to NCSEA's members and partners, including both technical and lay audiences, as needed.
- Participate in working group and stakeholder meetings related to discrete industries or policy issues.
- Communicate and outline regulatory strategy to donors, funders, members, and relevant stakeholders.

What Success Looks Like

Within the first 12–18 months, the Director of Regulatory Affairs will:

- Ensure NCSEA maintains a consistent presence in existing regulatory proceedings.
- Demonstrate proficiency in leading a team of attorneys to collectively achieve shared organizational goals.
- Maintain and enhance NCSEA's position as a leading voice on clean energy and affordability related matters in the appropriate regulatory venues.
- Demonstrate an ability to lead and manage a team, while also drafting and contributing directly to filings and other team deliverables.
- Establish and build relationships with relevant and appropriate stakeholders engaged in regulatory matters in North Carolina.
- Craft comprehensive regulatory plans to clearly outline a roadmap for strategic engagement in current and future regulatory proceedings.
- Establish strong working relationships with NCSEA members, partners, and funders.
- Build strong working relationships with policymakers, regulators, businesses, utilities, and other stakeholders.

Knowledge, Skills, and Abilities:

- Demonstrated, high-level energy policy analysis and legal research skills.
- Persuasive written and oral advocacy skills and experience, especially communicating technical and analytical information in a clear and persuasive manner.
- Proven ability to handle confidential information with discretion, adapt to various scenarios, and handle sensitive issues with grace.
- Strong legal writing skills and attention to detail.
- Strong communication, organizational, networking, and public speaking skills, including a demonstrated ability to clearly and succinctly communicate complex legal and technical information to lay audiences.
- Strong familiarity with energy policy, particularly state and federal utility regulation and administrative law, and Chapter 62 of the North Carolina General Statutes.
- Advanced proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint).

Qualifications

- Juris Doctor degree from an accredited college or university.
- Active license to practice law in the state of North Carolina.
- 7+ years of professional experience in energy or utilities law, with at least 2 years in a leadership or supervisory role.
- **Position is Hybrid/Remote. Residence in the Raleigh Metro or Triangle area required.**

NCSEA is proud to be an Equal Opportunity Employer.

We do not discriminate based upon race, religion, color, national origin, gender (Including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. NCSEA believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.