



Job Announcement

Director of Legislative Affairs

Full-Time/Contract-to-Hire Position

Open until Filled

Ideal Start Date: December 2018

Annual Salary: To Be Negotiated

Summary

The California Community Choice Association (CalCCA) is a newly formed non-profit association with a rapidly growing membership. The Director of Legislative Affairs is responsible for serving as the head of all legislative matters for CalCCA and working closely with statewide representatives and decision-makers at the California Legislature, the CalCCA Board of Directors, members and their staff, lobbyists and external contractors. This position works to promote and represent the interests of CalCCA and advocates for and shapes statewide policies that impact Community Choice Aggregators (CCAs) and their programs. The Director of Legislative Affairs reports to the Executive Director and works closely with other CalCCA leadership staff as needed.

Essential Duties

Legislative

- Develop the CalCCA legislative agenda and lead the advocacy strategy for achieving that agenda.
- Provide strategic guidance, management, and coordination to advance CalCCA's legislative agenda through collaborative policy analysis, development, and advocacy with lobbyists, CalCCA Legislative Committee, and CalCCA members.
- Direct, represent, and oversee representation of CalCCA before local and state representatives and the California State Legislature.
- Develop and review legislative policies and recommend positions on bills.
- Analyze and regularly report out on proposed legislation in energy-related bills to CalCCA staff, Board, committees, stakeholders, and other key contacts as identified.

- Draft and/or manage the development of position statements, talking points, public testimony, issue briefs, comment letters, and other appropriate responses to legislative proposals that impact CCAs.
- Negotiate with legislators and their staff on active bills.
- Regularly meet with key decision-makers, stakeholders, legislators and their staff, and CCA advocates to build relationships beneficial to CalCCA's interests and priorities.
- Build, lead, and manage coalitions amongst CCAs, advocacy organizations, key statewide decision makers and stakeholders in support of CalCCA's position on various legislative and policy positions.
- Support the CalCCA Elected Officials Liaison Working Group to work with and coordinate elected officials and messaging to legislators.

General

- Develop, negotiate, and manage contracts with external entities performing legislative duties on behalf of CalCCA.
- Monitor and track budgets related to legislative matters.
- Prepare and/or review content for talking points, press releases, and informational handouts related to legislative matters.
- Represent CalCCA publicly at events and speak on panels/present as needed.
- Manage contracted external consultants and experts and supervise CalCCA staff members as assigned.
- Other duties as identified or assigned by the Executive Director.

Minimum Qualifications

Education and Experience

Minimum: To perform this job successfully, the candidate must possess a baccalaureate degree from an accredited university and 5 years of progressive experience and leadership developing and implementing policy, advocacy, or government affairs, specifically in the field of energy matters, with at least three of those years in the State of California.

Desired: Possession of an advanced degree, extensive experience developing and implementing legislation working with high-level public officials, and expertise in coalition building and strategic partnerships at the local, state, and/or national levels to achieve policy goals.

Knowledge of:

- Best practices for program and project management.
- Community Choice Aggregation and the California electric utility market.
- The purpose, organization, and operations of CCAs and trade associations.

- California electric utility regulatory issues and regulatory practices.
- California legislative processes, legislative advocacy, and negotiation with decisionmakers.
- Policy issues such as competitive neutrality, local governance, and cost allocation.
- Excel, Word, Adobe Acrobat, and PowerPoint.

Language and Reasoning Skills

- Develop high-quality writing, research, and communication work products.
- Deliver clear and persuasive oral communication to a variety of audiences.
- Apply robust analytical and problem-solving skills.
- Utilize strong time management, project management, dispute resolution, and interpersonal relations skills.

Ability to:

- Collaborate and/or negotiate with a wide range of stakeholders, including decision-makers, the staff of decision-makers, non-profit and advocacy organizations, community organizations, CalCCA members, and others.
- Manage multiple priorities and projects and quickly adapt to changing priorities in a fast-paced dynamic environment.
- Take responsibility and work independently, as well as coordinate collaborative efforts.
- Represent CalCCA in an effective, strategic, and beneficial way to internal and external stakeholders, including testifying at hearings.
- Advocate effectively for organizational priorities and policies.
- Build consensus, execute strategies, and coordinate efforts.
- Manage contracts with external entities and track budgets.
- Be thorough and detail-oriented.
- Demonstrate patience, tact, courtesy, and sound decision-making and operate with confidentiality and discretion.
- Communicate well both verbally and in written form.
- Establish and maintain effective and professional working relationships.
- Lead efforts with passion, idealism, integrity, and a positive attitude.

Compensation, Benefits, and Location

This is a full-time position. Compensation for this position will be commensurate with experience. The position may be designated as an external contractor initially and then a full-time staff member of CalCCA, as determined by the Executive Director. A complete benefits package will be offered in the coming months and provided in lieu of contractor salary compensation. The successful candidate for this position will work remotely until permanent office space is developed in Sacramento.

Application Process

The position is open until filled. To be considered for this position, please submit a cover letter and detailed resume to Martha Serianz, Director of Operations and Membership, martha@cal-cca.org. Resumes will be screened in relation to the criteria outlined in the job description. Candidates deemed to have relevant qualifications will be contacted.