



Development and Communications Associate

GridLab is a national not-for-profit organization dedicated to providing expertise for grid transformation. GridLab sits at the intersection of policy and technology, helping to eliminate barriers to the clean energy transition while supporting comprehensive and credible technical grid expertise. In just three years since its inception, GridLab has developed a reputation as a leading technical partner in supporting decarbonization efforts across the country. As GridLab embarks on an ambitious three year organizational expansion, we are seeking a Development and Communications Associate to expand our impact.

POSITION DESCRIPTION

The Development and Communications Associate will support the organization's mission and report to the Program Manager. The Development and Communications Associate is responsible for supporting all aspects of the organization's technical assistance work. Primarily, this person is responsible for effectively communicating the organizations key achievements and challenges, as well as articulating emerging themes of our technical analysis and grid transformation work. This position will support communication efforts, including report writing, website development, social media, and communicating successes and relevant analysis to our network of advocates, funders, policymakers, and partners.

The Development and Communications Associate is also responsible for expanding our development capabilities. Such responsibilities include proposal and grant writing, reporting to funders, and the development of key metrics and indicators to detail organizational growth and challenges.

The Development and Communications Associate is also responsible for organizational and programmatic administration, including managing accounting, billing, and financial filings, as well as supporting program management, theGridLab listserv, and our expert and partner networks.

KEY RESPONSIBILITIES

Development

- Lead grant and funding proposal writing, clearly articulating GridLab's strategy and vision, as well as relevant programmatic successes, challenges, and opportunities
- Regularly report to our funders key wins and upcoming opportunities
- Develop metrics to more clearly articulate GridLab's value and successes

Communications

- Lead internal and external communication efforts for the organization
- Develop written material to support GridLab's technical assistance work, including analysis of recent projects, whitepapers, and report support
- Regularly communicate to our network of experts, advocates, and funders key wins, industry developments, and relevant GridLab work
- Manage our network of experts, theGridLab listserv, social media platforms, and website content
- Manage communications with our Board of Advisors, organizing quarterly meetings

Support the Team

- Manage GridLab administrative efforts including billing, invoicing, liaising with accountants, financial filings, and administrative systems
- Support GridLab staff on executing program work, including all technical assistance and training programs, initiatives, and more
- Conduct research, analysis, and writing to support both program and organizational activities
- Support the implementation of GridLab's strategic growth plan
- GridLab is a small, mission-driven organization and thus depends on each team member to support the growth of the organization, facilitate new opportunities for technical assistance, develop organizational relationships, and consistently expand our network of experts, funders, and partners

QUALIFICATIONS

We are seeking an early-career professional passionate about breaking into or gaining experience in the clean energy space (1-2 years experience or recent graduate with relevant background).

Candidate should possess: a dedicated passion for decarbonization, clean energy, and climate change mitigation more broadly; exceptional writing skills; excellent time management and organizational skills; ability and willingness to learn and adapt in a fast-changing industry; ability to synthesize complex technical information and communicate it both written and verbally; a desire to seek out professional development opportunities and independent research related to GridLab's technical work.

Bonus points for: a demonstrated experience in or knowledge of clean energy technology, energy policy, and electricity markets; experience with clean energy advocacy and technical analysis; experience in a non-profit environment; service at a non-profit, science organization,

or other volunteer experience; campaign or organization work; engineering or technical background.

POSITION DETAILS

This is a full-time salaried position, with strong preference for a candidate located in the Bay Area when, per local and state regulations, it is safe to gather in an office again. GridLab offers full benefits (including medical, dental, disability, matching retirement, and more), a fun and engaging work environment, and a flexible vacation policy.

TO APPLY

GridLab is an equal opportunity employer and we strongly encourage leaders of color, women, those who identify as LGBTQ, and candidates with diverse backgrounds and experiences to apply. To apply, please send an email with your resume, a short cover letter that clearly articulates your passion and interest in clean energy, along with a work product (e.g., presentation, blog, paper, piece of analysis, social media presence, or any deliverable of your choice that demonstrates your skills and passion for climate or clean energy) that you would like to share to associate@gridlab.org.

ABOUT GRIDLAB

GridLab is a national non-profit that provides technical grid expertise to enhance policy decision-making and ensure a rapid transition to a reliable, cost-effective, and low-carbon energy future. This is an opportunity to join our three person team at a time when GridLab is growing and rapidly expanding our mission, scope, and breadth of engagement across the country. Since inception in mid-2017, GridLab has been highly effective and has positioned itself as the leading technical partner for clean energy advocates. GridLab has executed nearly 100 projects across 28 states. We have partnered with over 40 unique clean energy organizations and have cultivated a network of over 60 technical experts. Our engagements have had a measurable impact on the future of state, regional, and federal clean energy policy, resulting in a significant number of wins for clean energy advocates. Our technical assistance supports advocates in integrated resource planning, grid modernization, distributed energy resource planning, and industry thought leadership on a range of clean energy issues. More information about our work can be found at www.gridlab.org.