Position Overview
New York State is at an exciting juncture in the development of clean energy, with ambitious goals for renewable electricity and energy efficiency and a promising but challenging landscape for achieving those goals. The Alliance for Clean Energy New York (ACE NY) is seeking new talent to serve as a policy analyst for grid-scale renewables including wind, solar, and hydropower and to manage its growing membership base. This position is full-time and based in Albany, NY with a salary commensurate with experience. A variety of research, analysis, and membership development activities will be coordinated and implemented by the person in this position, who will have the following responsibilities:

Renewables policy analyst tasks - estimated at 80% of time

- Support the Executive Director in all filings to the NYS Public Service Commission, or other state agencies, and advocacy related to NY’s Clean Energy Standard.
- Track proposed grid-scale renewable energy projects in NY, maintain an awareness of their status with respect to interconnection, contracting, and permitting.
- Correspond with member companies regarding their issues and concerns with large scale renewables development; assist in the development and implementation of advocacy strategies to address those concerns.
- Review proposed legislation that concerns grid-scale renewables. Develop new legislative proposals, if necessary, to address grid-scale renewables.
- Track the Article 10 siting/permitting process at the Public Service Commission for wind and solar projects; communicate with state agencies on renewables siting issues.
- Work closely and collaboratively with the Communications Director to create documents and content concerning grid-scale renewables for ACE NY’s website and blog, and for the Friends of Upstate Wind Power website, and for ACE’s weekly Member Update.
- Work collaboratively with the Communications Director on publicity and outreach related to all grid-scale renewables issues and events.
- Be responsible for the bi-weekly conference call for members.
- Organize two or more tours per year of renewable facilities for targeted audiences, with support from other ACE staff.
- Engage in public speaking regarding renewable energy in NYS at events and conferences
- Support other ACE staff in the preparation and implementation of other ACE events, such as the annual conference, annual lobby day, and board meetings.

Membership management tasks – Estimated at 20% of time

- ACE NY is a membership-based organization. The person in this position will be the liaison between members and ACE NY – answering or referring questions from members; informing members of upcoming ACE activities and events; and requesting information and updates from members.
- This work will also include implementation of the annual process to collect dues from ACE NY members and maintain records regarding dues payment and distribution lists, with assistance from the Office Manager; and
Recruitment and correspondence with potential new members and implementation of the on-boarding process for new members.

**Required Qualifications:**

- Bachelor’s Degree in environmental or energy policy, or related field, and at least 2 years work experience in energy or environmental policy;
- Experience with government relations or policy advocacy;
- Ability to self-direct research and analytic tasks;
- Ability to work with commonly used office software, including Microsoft Office suite and,
- Willingness to travel between New York City and Albany, and occasionally to other areas of New York State.
- Experience with common office software and excellent communication skills.

**Preferred Qualifications:**

- Relevant Master’s Degree or 5 years or more of directly relevant work experience;
- Experience with government relations in New York State (City or State) and established relationships in the New York energy/environmental policy arena;
- Knowledge or experience with renewable energy, the electric system or energy policy and regulation, especially experience as a wind or solar developer; and/or
- Experience in the non-profit sector, especially a demonstrated ability to successfully manage membership, including recruiting members, for a membership-based non-profit.

**To Apply:**

Interested applicants should email both a resume and cover letter with the subject line “JOB APPLICATION FOR (insert name)” to Anne Reynolds, areynolds@aceny.org Applicants should feel free to also send references or writing samples, although it is not required. Additional information on ACE NY is available at www.aceny.org. ACE NY is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

**About ACE NY:**

The Alliance for Clean Energy is a member-based organization with a mission of promoting clean, renewable electricity technologies and energy efficiency in New York State, in order to increase energy diversity and security, boost economic development, improve public health and reduce air pollution. We are an advocacy organization, and our members include a variety of renewable energy and energy efficiency businesses, as well as public interest environmental organizations. Our work focuses on building market opportunities for renewable energy and energy efficiency businesses through policy advocacy at State agencies and the Legislature. ACE NY is the New York State affiliate of the American Wind Energy Association and the Advanced Energy Economy Institute.