



## **Role: State Energy Program Manager**

### **About the Wyoming Energy Authority**

The Wyoming Energy Authority advances Wyoming's energy strategy by driving data, technology, and infrastructure investments. Focusing on an all-of-the-above energy mix, the WEA's strategy includes products from our legacy industries, along with the newer players of renewable energy and emerging opportunities in hydrogen, advanced nuclear, geothermal, and rare earth elements. The WEA was created in 2020 by the Wyoming State Legislature by merging the Wyoming Infrastructure Authority and the Wyoming Pipeline Authority.

### **Job Summary**

The State Energy Program Manager will manage the planning, budgeting, outreach, communication, grantee support, and project administration for the State Energy Program, funded by the Department of Energy. This position will be vital in coordinating efforts between state agencies, local governments, associations and non-profit organizations to increase participation in energy grant programs and energy development resources. This position will be the point of contact between the State Energy Office and Wyoming communities. The manager will also be expected to develop and initiate additional energy initiatives and work with local communities to develop and implement programs that meet identified opportunities and needs. In addition, this position will assist with administration, outreach, and communication efforts for the Wyoming Energy Strategy and WEA's varied stakeholders and provide event planning and support. The ideal candidate would have an interest in the energy industry and embrace opportunities to grow WEA's programs and initiatives for the benefit of Wyoming.

### **Responsibilities**

- Coordinate all aspects of the State Energy Program (SEP), all associated rules and reporting requirements, current grantee programs, and current processes.
- Work with staff to develop and implement strategic plans for the programmatic growth of the SEP.
- Review grant applications, stay current with SEP programs and requirements, complete project administration and monitor program reporting as required.

- Ensure quality projects are funded, and grantees are fully supported to administer projects successfully.
- Serve as the liaison between communities/grantees and the U.S. Department of Energy, responding to requests for information concerning State Energy Office programs.
- Coordinate efforts between local, state and federal agencies and organizations offering energy-related grants to increase utilization and provide interested grantees with knowledge on all available programs.
- Assist with securing state and federal funding for energy-related projects.
- Develop long-term relationships with and coordinate with various internal and external stakeholders to ensure successful implementation of assigned special projects.
- Implement and maintain engagement activities, including face-to-face presentations, webinars, conference trade shows, tours, and other strategic business development activities resulting in an increase in grantees, partners and a strong network.
- Coordinate with the WEA team to use various communication tools (website, email, social media, news media tools – radio, videos, press releases) to accomplish the authority’s priorities strategically.
- Assist with office and administrative duties to ensure professional and helpful experience with WEA for stakeholders and the general public.
- Complete other duties and special projects as assigned.

### **Requirements**

- Bachelor’s Degree from an accredited university or equivalent relevant experience.
- 1-3 years of work experience in a relevant field.
- 1 year of work experience in the energy sector or related field preferred.
- Creative problem-solving skills, self-motivated, reliable and organized.
- Strong administration, coordination and analytic skills.
- Strong communication skills, including writing, editing and proofreading skills.
- Strong computer skills are required. Knowledge of MS Office Suite, Google products, and general office procedures is essential.
- Must work well both independently and as a member of a team.
- Strong interpersonal skills with the ability to build positive working relationships with stakeholder groups, businesses, and communities and communicate effectively with various people.
- Must have attention to detail and the ability to understand complex federal programs.

### **Additional Information**

- Report to: Executive Director

- Physical Requirements: May occasionally need to transport office materials, up to 20 lbs.
- Travel: Around the State of Wyoming, occasionally to out-of-state conferences, up to 20% of the time. WEA will reimburse the standard mileage rate for personal vehicle use or provide a rental vehicle as needed.
- Work hours: WEA works standard 8:00 a.m. to 5:00 p.m. office hours Monday through Friday, although travel and work on evenings and weekends may be required for outside events.
- Benefits: State of Wyoming health insurance plan, 403(b) retirement plan, pension plan, and paid vacations are provided.
- Salary Range: \$60,000 - \$80,000, depending on experience.

**Closing:** The application period will close on September 19, 2022. Send resume and cover to [glen.murrell@wyo.gov](mailto:glen.murrell@wyo.gov)