



Minnesota Solar Energy Industries Association

Policy Associate Job Description & Application Process

About MnSEIA

The Minnesota Solar Energy Industries Association (MnSEIA) was established in 2009 with a mission to significantly grow the solar industry in Minnesota. MnSEIA is a 501(c)(6) nonprofit trade association with over 110 Minnesota-based businesses and organizations in its membership. MnSEIA represents the business interests of its members and solar energy users to achieve its mission and goals, and it is an affiliate chapter of the U.S. Solar Energy Industries Association (SEIA).

MnSEIA membership is comprised mainly of photovoltaic and thermal energy professionals and includes solar installers, vendors, developers, distributors, manufacturers, labor unions, law firms, advocacy organizations, educators, utilities, and more. MnSEIA promotes the use of solar energy and conservation that best serves the public interest to improve the environment for a sustainable future while creating family-supporting jobs.

When MnSEIA was formed in 2009, solar installations in Minnesota generated about 1.5 Megawatts of electricity. Today, there is over 1 Gigawatt generated from solar installations. Minnesota has enjoyed the benefits that come from developing a billion-dollar solar industry in state, owing in large part to MnSEIA and its allies' policy efforts that culminated in passage of Minnesota's Next Generation Energy Act, the Solar Energy Standard and a State goal to generate 10% of its energy from solar electricity by 2030, coupled with the Federal Investment Tax Credit for solar development, and our three bills we passed during the 2019 state legislative session.

Job Duties

The Minnesota Solar Energy Industries Association (MnSEIA) Policy Associate helps to advance the legislative and regulatory initiatives of the association. The Policy Associate engages in written and verbal advocacy work, policy tracking and member training and education pertaining to policy development in the state of Minnesota. The Policy Associate advocates for MnSEIA's membership interests in all policy work and will serve as the chief assistant to the Executive Director's solar political agenda.

Duties shall include, but are not limited to:

1. Assist in the development of a legislative and regulatory platform.
2. Assist in the lobbying of state legislators on solar matters.
3. Write and edit regulatory comments for solar matters at the administrative level.
4. Act as a backup testifier for legislative and regulatory hearings.
5. Assist with tracking bills and other positive or negative state solar policies.
6. Develop talking points for MnSEIA members and other stakeholders that support our political work.
7. Create materials for member political engagement.
8. Work to educate the members on what political issues are and how they can help.
9. Serve as the primary assistant to the Executive Director on all policy matters.
10. Work on other various tasks and duties when assigned and in conjunction with other staff members.

The Policy Associate's performance is measured by the MnSEIA Executive Director.

Job Qualifications

An applicant must have the following job qualifications:

- A policy or energy related degree from a four-year college.
- 2-years of policy development, regulatory advocacy or state lobbying work.
- Ability to speak and write persuasively.
- Ability to write concisely and quickly.
- A general understanding of the political process and how state agencies work.

- A general understanding of solar technologies.
- Must be a strong public speaker.
- Must have demonstrable critical and strategic thinking skills.
- Strong interpersonal skills and ability to be a team player.
- Self-starter who is able to work independently.
- Willingness to work starting in February 2020 during the Minnesota legislative session.
- Ability to put in potentially extended hours during the state legislative session.
- Willingness to assist other staff members with various other tasks and duties when assigned.

Compensation and Benefits

The MnSEIA Policy Associate is compensated between \$55,000 - \$59,000 based on experience. Benefits include 22 days of paid time off (MnSEIA additionally observes Federal holidays), health-care plan, IRA options, flexible hours, an ability to work from home on a partial basis, and the ability to engage with a burgeoning and exciting industry.

To Apply

Email your cover letter, resume, and 500-word writing sample on the general topic of “Solar in Minnesota” to info@mnseia.org. Please title the email with “Policy Associate Application” and your name. Any applications that do not include the above information or that are incorrectly titled may not be considered by the reviewers. Applications are due January 20, 2020.

Find out more about MnSEIA at <https://www.mnseia.org/>