JOB DESCRIPTION

Job Title: Policy and Outreach Organizer – St. Louis

Job Summary:
The Policy and Outreach Organizer will provide policy and developmental support to Renew Missouri’s St. Louis Regional Director in efforts to promote the benefits of renewable energy and energy efficiency policy throughout the St. Louis region and generally through the Midwest region. The Policy and Outreach Organizer will be responsible for ensuring that the organization’s mission is being met through coalition building, policy advocacy, education of decision-makers, and fundraising.

Job Responsibilities:
• Coalition Building: Build support for Renew Missouri’s mission within energy stakeholder organizations, such as clean technology businesses, environmental organizations, racial equity advocates, housing advocacy groups, and governmental bodies.
• Policy Promotion: Expand existing clean energy policies and programs, develop policy proposals, and engage and educate decision-makers at the state, municipal, and county levels.
• Campaign Organizing: Develop and manage public campaigns to achieve policy priorities, including organizing stakeholders, creating campaign documents and web resources, and tracking campaign progress.
• Grant Management: Research new foundation funding opportunities; build and maintain relationships with funders, grant writing, and grant administration.
• General Assistance to St. Louis Office: Provide the St. Louis Regional Director and Executive Director assistance in state/national advocacy efforts, lobbying, and coordinating and executing event planning.

Job Qualifications:
• A strong passion for renewable energy and energy efficiency is required.
• Preferred 1-2 years of experience with energy policy, non-profit management, volunteer engagement, and government relations. Educational background and degree equivalence will be considered in lieu of this experience.
• Advanced knowledge in software applications such as Microsoft Excel and Power Point. Also must be willing to be trained in other programs.
• Ability to motivate, delegate, train and work well with team members on an ongoing basis.
• Public speaking experience with the ability to draft and deliver direct testimony is necessary.
• Excellent verbal and written communication skills.

Supervision:
This position reports directly to the Regional Director of Renew Missouri’s St. Louis Office as well as some oversight from the Renew Missouri Executive Director.

Working Conditions:
• Full-time (40 hrs/wk), including full health care, vision, dental, and paid time off. A part-time position (with negotiable benefits) will also be considered if necessary.
• Must be willing to locate in St. Louis or to spend significant time in St. Louis and Columbia if relocation is not an option. Travel to Jefferson City or out of the state for conferences and meetings will also be necessary.
• Salary Range: $35,000-$42,000 for full-time candidates per year based upon experience and/or education. Part-time salary – if considered – will be negotiable based on hours available.

Please submit cover letter, resume and three references to apply@renewmo.org by November 8, 2019.

RENEW MISSOURI - www.RenewMO.org

Mission: To transform Missouri into a leading state in renewable energy and energy efficiency.