



NASUCA Seeking Senior Manager – Contract Basis

POSITION SPECIFICATION

April 2019

Position: Senior Manager (Contract Basis), National Association of State Utility Consumer Advocates

National Association of State Utility Consumer Advocates (“NASUCA”)

NASUCA is an association of 56 consumer advocate offices, including statutorily authorized offices from 41 states and the District of Columbia as well as other non-profit advocates such as AARP and the National Consumer Law Center. NASUCA’s members are designated by the laws of their respective jurisdictions to represent the interests of utility consumers before state and federal regulators and in the courts. The offices focus on the electricity, gas, water, wastewater, telephone and cable industries, reviewing a variety of issues including consumer protection issues, service quality, reliability, and price stability. NASUCA assists member offices and coordinates among them to promote an exchange of information relating to these issues and interacts with federal agencies and other national organizations involved in utility regulation. NASUCA holds two Meetings each year for the full membership and regular meetings throughout the year of its Executive Committee, the Heads of Offices, and seven substantive working committees.

NASUCA is currently seeking to hire a Senior Manager *on a contract basis*. This is a part-time position for an external independent contractor. The independent contractor position is not an employee of NASUCA and the contract comes with no benefits.

Position Overview

NASUCA is seeking someone with knowledge and/or experience with current issues in the field of utility regulation on both the state and federal level. This person must be in a position to work as an independent contractor to assist NASUCA in a few key strategic areas. The applicant should have an understanding of the consumer advocate perspective and should be free of conflicts. The applicant should be able to work independently and have the ability to take direction from a diverse group. The applicant must demonstrate strong communication and organizational skills and have superior writing skills.

Responsibilities

In consultation with and under the direction of the Executive Director, the Senior Manager shall:

- Participate in and assist the NASUCA committee process, assist committee chairs and the executive committee liaison to each committee
 - Participate in all committee calls, making notes of themes or issues, ideas and other resources of use to the committee;
 - Assist committee chairs with determining priorities and interests, speaker recruitment, deadline management and other duties as needed;
 - Assist committee chairs with policy resolution development and drafting, including researching and writing first drafts on topical policy issues;
 - Assist committee chairs with identification of possible panel topics for mid-year and annual meeting and assist with speaker identification and contact, panel logistics, gathering speaker bios and headshots, and holding pre-conference panel calls and other duties as may be needed to ensure professional panel presentations.

- Assist in planning mid-year and annual meeting.
 - Assist the Executive Director with meeting planning, including updating agendas, outreach to potential speakers, providing support to panels/panelists, collecting information for distribution to attendees, drafting correspondence to potential attendees, and providing social media support on meetings, drafting news articles and news releases, possible photography and other duties as needed;
 - Attend NASUCA mid-year and annual meetings providing logistical and other support during the meetings;
 - Engage in debriefing and lessons learned conference calls following NASUCA mid-year and annual meetings;

-Assist in documenting meeting planning processes and creating meeting planning templates for future use.

- Develop and support NASUCA work on obtaining grants, executing work as required within said grants and developing educational webinars as needed.
- Ensure NASUCA is following and/or aware of its member offices' and other consumer-oriented groups' issues as provided in their social media posts, newsletters, media, and other outreach.
- Share speaking engagement, media, and publication opportunities for NASUCA and its members.
- Follow national trends and news on utility issues that may be of interest to NASUCA members and share as appropriate.
- Other duties as assigned.

Compensation

The contract will have monthly set compensation cap of \$5,000.00. Applicants should provide their proposed hourly fee. NASUCA anticipates work requirements between 40-80 hours a month.

Location

The preferred candidate will live in the Silver Spring or Greater Washington, DC area and will be provided space to work if required at NASUCA Silver Spring office. However, an exceptional candidate will also be considered even if working from a remote location.

APPLICATIONS AND REFERRALS:

Applicants should send a current resume in Word format and a summary of relevant experience and credentials by May 3, 2019 to:

David Springe
Executive Director
National Association of State Utility Consumer Advocates
8380 Colesville Rd,
Suite 101
Silver Spring, MD 20910

Or via email with the subject heading "NASUCA Senior Manager Position." to:

David.Springe@NASUCA.org

Questions can also be directed to Mr. Springe at this email address