



## Job Opening – Policy Counsel

*Do you want to shape public policy to advance energy efficiency and clean energy solutions in a climate-challenged world? Are you motivated by equity, innovation, and impact? Join our dynamic and mission-driven team at the Keystone Energy Efficiency Alliance (KEEA) and Energy Efficiency Alliance of New Jersey (EEA-NJ). We're hiring for the role of Policy Counsel to help drive bold, smart, and effective energy policy in Pennsylvania and New Jersey. This role is ideal for someone with legal or regulatory expertise who thrives in a fast-moving, collaborative environment where your work truly makes a difference.*

---

**Job Title:** Policy Counsel

**Location:** Pennsylvania or New Jersey (Required)

**Position Type:** Full-Time

**Reports To:** Executive Director

**Collaborates Closely With:** Government Affairs Manager, Communications Manager, and Policy Committee

**Date Posted:** 4/21/2025

**Application Deadline:** Please submit your application by May 23, but applications will be accepted on a rolling basis until the position is filled. See further below for how to apply.

**Travel:** Regular travel to Harrisburg, PA and Trenton, NJ required, along with additional in-state travel and occasional industry events elsewhere. Work from your home office with recurring in-person meetings required.

---

### Organization Description:

Be part of a tight-knit team helping to drive Pennsylvania and New Jersey toward a clean energy economy! Your employer will be the Keystone Energy Efficiency Alliance (KEEA), which includes state-focused trade groups for both Pennsylvania (KEEA) and New Jersey (EEA-NJ). With 70+ business members across the two states, the organization focuses on strategies and policy priorities to support energy efficiency programs, financing and workforce development.

Through a staff sharing agreement, you will perform work for KEEA and also for our sister organization, the Energy Efficiency Alliance (EEA), a 501(c)3 non-profit that educates key stakeholders about energy efficiency. Together, the EEA family of organizations engages businesses in the EE industry to champion the economic growth and jobs impact of EE, its climate impact, and opportunities for EE to play a key role in advancing a clean energy economy.'

KEEA/EEA-NJ and EEA value diversity and equity and maintaining work-life balance.

---

## Position Summary

The **Policy Counsel** is responsible for developing and executing a strategy to advance policy that helps to expand the energy efficiency market in both Pennsylvania and New Jersey. The role requires working on-the-ground with business and non-profit partners, as well as cultivating relationships with key state decision makers at regulatory agencies in both states. Additionally, the Policy Counsel works directly with KEEA and EEA-NJ member companies to educate them about policy developments and to represent their interests in KEEA and EEA-NJ's advocacy.

This position plays a central role in regulatory proceedings, legislative drafting and analysis, and coordination with key stakeholders. The Counsel will provide strategic insight, public comments, and written materials that influence and inform decision makers.

The ideal candidate brings legal expertise, strong policy instincts, and a passion for climate and equity-driven work. This position works closely with the Executive Director, Government Affairs Manager, and the broader team to craft and execute an impactful advocacy strategy.

---

## Key Responsibilities

- Serve as in-house policy and legal expert on energy efficiency and utility regulatory matters in both Pennsylvania and New Jersey.
- Develop an ambitious policy agenda and strategy in collaboration with the Executive Director and the Board of Directors' Policy Committee.
- Track and review regulatory developments that impact energy efficiency in Pennsylvania and New Jersey.
- Write fact sheets, deliver oral testimony, develop policy memos, comments, position papers, and write detailed technical comments to advance the organizations' policy agenda

to promote policies that grow equitable access to energy efficiency.

- Build and maintain relationships with staff at the PA Public Utility Commission, PA Department of Environmental Protection, NJ Board of Public Utilities, NJ Department of Environmental Protection, and other state agencies, and an array of environmental and energy advocates..
  - Play a leadership role in coalition with business groups and associations, environmental organizations, low-income and energy equity advocates, and other aligned interests.
  - Provide regular updates, summaries of regulatory proceedings, and responses to inquiries from member companies and board of directors.
  - Organize strategic advocacy opportunities for member companies and coalition partners, including draft testimony, sign-on letters, detailed written technical comments, and media pieces.
  - Coordinate closely with Communications Manager and Director of Government Affairs for unified efforts across the team to support priorities.
  - Maintain tracking systems for all regulatory actions, ensuring accurate records on an ongoing basis. Compile monthly, quarterly and annual metrics information for Regulatory Affairs.
  - Deliver public presentations and represent the organization..
  - Support overall organizational strategy, conference planning, membership engagement, and fundraising efforts as needed.
  - Frequent travel to Harrisburg, Trenton, and other PA and NJ cities is required.
- 

## **Qualifications**

### **Required:**

- Strong ability to communicate complex policy issues to a range of audiences.
- Excellent communication skills, both verbal and written
- Juris Doctor (JD) degree and bar admission preferred. Will consider candidates with an advanced degree in public policy, environmental policy, or related field.
- Minimum of 3-5 years' experience in energy policy, regulatory affairs, or legislative advocacy.
- Commitment to climate action, equity, and economic development through clean energy.
- Ability to work effectively in a remote/hybrid environment with regular in-state travel.
- Proven experience in, or interest in, advancing policy initiatives
- Ability to write detailed, technical public comments.

### **Preferred:**

- Strong understanding of utility regulation, administrative law, and state energy policy frameworks.
  - Demonstrated ability to write for multiple audiences—technical, legal, legislative, and public.
  - Experience working with or for state agencies, public utility commissions, or in legislative settings preferred.
  - Excellent relationship-building skills and ability to work across diverse sectors and coalitions.
- 

## Compensation & Benefits

- **Salary Range:** \$ \$65,00-\$78,000 annually, commensurate with experience.  
**Benefits:** 80% employer-paid health insurance for employees and 50% for dependents; 401(k) plan with 3% employer match; generous paid time off (vacation, sick leave, and holidays); Life and short-term/long-term disability insurances; professional development opportunities.
- Workplace Policy: EEA is committed to workplace diversity and inclusion and hires on merit.

## How to Apply:

Send a resume and a mandatory cover letter to "jobs@keealliance.org" with the subject line "POLICY COUNSEL." Please make sure that the names of your resume and cover letter files include your SURNAME—for example, "resume-McCarthy-Jane" and "coverletter-McCarthy-Jane."