

NATIONAL ENERGY & UTILITY AFFORDABILITY COALITION

Job Announcement

Senior Policy & Programs Director

Location: Washington, DC (remote work available within commuting distance)

Classification: Full-Time, Exempt

Compensation: Approximately \$80,000–\$100,000, or commensurate with experience

Benefits: Competitive benefits package, including 100% employer-covered health insurance premiums

About NEUAC

The National Energy & Utility Affordability Coalition (NEUAC) is a national nonprofit organization dedicated to ensuring that all households can afford safe, reliable energy. NEUAC serves as a convener and resource hub for energy assistance providers, utilities, government agencies, and community organizations working together to address energy affordability across the country. NEUAC is a small, high-impact organization with two full-time staff members, which means the right candidate will have an extraordinary opportunity to shape programs, contribute to policy, and make a tangible difference in the lives of low-income energy consumers nationwide.

NEUAC hosts two signature annual events:

- **LIHEAP Action Day** — A two-day advocacy and training event held in Washington, DC, bringing together energy assistance stakeholders for policy discussions, capacity-building sessions, and Congressional Hill meetings.
- **NEUAC Annual Conference** — NEUAC's flagship annual gathering, convening energy assistance professionals from the nonprofit, government, tribal, and utility sectors for training, networking, and professional development. This conference has served the field for more than 30 years.

Position Summary

NEUAC is seeking an experienced, mission-driven Senior Policy & Programs Director to join our small but mighty team. This role is central to NEUAC's work and will encompass research and data analysis, energy policy research and writing, member education and training, and event support — along with a wide range of other responsibilities that reflect the dynamic, all-hands nature of a small nonprofit. The ideal candidate brings both analytical rigor and strong communication skills, thrives in a fast-paced environment, and is genuinely passionate about energy affordability and low-income consumer advocacy.

Key Responsibilities

Research & Data Analysis

- Lead the development and execution of research projects on energy affordability, LIHEAP program effectiveness, utility low-income programs, and related policy issues.
- Collect, analyze, and interpret data from federal, state, and organizational sources to inform NEUAC's policy positions and member communications.
- Translate complex data and findings into accessible formats for diverse audiences, including policymakers, advocates, utility professionals, and the general public.

Policy Writing & Communications

- Research, draft, and publish white papers, policy briefs, issue spotlights, and advocacy materials on topics relevant to NEUAC members.

- Monitor legislative and regulatory developments at the federal and occasionally state levels affecting energy assistance and utility affordability.
- Contribute to NEUAC newsletters, website content, and member communications.
- Support the preparation of public comments, Congressional testimony, and other formal policy submissions.

Education & Training

- Design and deliver educational trainings for energy assistance providers, utilities, and other NEUAC members — both in-person and via webinar.
- Develop curriculum, presentations, and training materials on topics such as LIHEAP administration, utility low-income programs, best practices, and regulatory updates.
- Coordinate and facilitate NEUAC webinars and virtual learning events throughout the year.

Event Support

- Play a central role in planning and executing NEUAC's two annual signature events: LIHEAP Action Day and the NEUAC Annual Conference.
- Assist with speaker coordination, session content development, logistics, and on-site event support.
- Represent NEUAC at external conferences, meetings, and coalition activities as needed.

General & Organizational Support

- Contribute to the overall strategic direction and day-to-day operations of a small nonprofit, embracing a flexible "all hands on deck" mindset.
- Perform other duties as assigned.

Qualifications

Required:

- Five years of experience in a related position and field.
- Bachelor's degree in public policy, political science, social work, environmental studies, economics, or a related field.
- Demonstrated experience in research, policy analysis, or program work, preferably in the nonprofit, government, or energy sector.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- Excellent written and verbal communication skills, with the ability to write clearly for varied audiences.
- Strong analytical skills and comfort working with data from multiple sources. Demonstrated ability to conduct and present qualitative and quantitative data analysis and research.
- Experience designing and delivering trainings or presentations — both in-person and online.
- Ability to manage multiple projects and deadlines with a high degree of independence and initiative.
- Commitment to NEUAC's mission of energy affordability and support for income-eligible households.

Preferred:

- Ten years of experience in a related position and field.

- Master's degree in public policy, public administration, social work, or a related discipline.
- Knowledge of LIHEAP, utility low-income programs, or federal energy assistance policy.
- Experience working in or with small nonprofits, membership associations, or advocacy organizations.
- Familiarity with Washington, DC energy policy and advocacy environment.
- Experience with webinar platforms, learning management systems, or virtual event production.

Compensation & Benefits

Salary is commensurate with experience with a general range from \$80,000 to \$100,000. NEUAC offers a competitive benefits package that includes 100% employer-covered health insurance premiums, along with other benefits to be discussed during the hiring process.

How to Apply

Interested candidates should submit a resume, cover letter, and list of three professional references with contact information to info@neuac.org. Deadline to apply is 5 p.m. ET on June 30, 2026.

NEUAC is an equal opportunity employer and
welcomes applications from candidates of all backgrounds.
We are committed to building a team that reflects the diverse communities we serve.