



Position: Policy Analyst

Reports To: Vice President Strategic Communications

Type: Exempt

Location: Hybrid/ Baltimore, Providence, Portland ME, Richmond [If less than 3 years experience, must be tied to an office]

ORGANIZATION PROFILE

The Business Network for Offshore Wind (The Network) is a nonprofit, educational organization with a mission to develop the offshore wind renewable energy industry and its supply chain. The Network partners with industry and government to build an innovative supply chain that will create and sustain jobs, benefiting local economies and ensuring a cost-effective clean energy portfolio. We advance this through collaboration, education, and innovation, bringing together global developers, policymakers, academia, and leading experts to grow this new and vital offshore wind industry that provides a practical solution to climate change and creates well-paying jobs.

POSITION SUMMARY

The Business Network for Offshore Wind (the Network) is hiring a Policy Analyst. The primary purpose of this position is to become a subject matter expert on your assigned offshore wind policy area(s) and facilitate at least one corresponding Working Group.

POSITION FUNCTIONS AND RESPONSIBILITIES

- Research, analyze, and become familiar with the laws and available literature (including academic, governmental and trade association reports, mainstream media and trade articles, etc.)
- Research and track legislation, regulatory updates and grants at the state and federal level related to your assigned issue area(s)
- Regularly attend Federal and State legislative and regulatory hearings associated with your policy area(s)
- Review proposed regulatory changes related to your assigned issue area(s), and suggest opportunities for the Network to submit official comments
- Research impacts of proposed legislation, both independently and through interviews with impacted stakeholders
- Develop and maintain contacts with legislative, administrative, and intergovernmental staff, as well as industry groups and nonprofit organizations in the assigned policy areas
- Serve as the lead analyst on your issue area(s) and contribute by writing issue-briefs and memos, testimony and talking points
- Provide regular updates to the Policy Team and Network staff on your assigned issue area(s)
- Spend time, at your own discretion, learning how the industries of your issue areas operate
- Conduct interviews with Network Member companies that operate in your assigned issue area (s) to better understand their needs and how they function
- Schedule four Working Group meetings every year, at least one in-person, and up to three virtual
- Staff working groups:
 - Send out calendar invites and confirm participation for all Working Group members, keep track of attendance at working group meetings



- Take notes during working group meetings, provide a readout of meeting minutes within one week of every Working Group meeting
- When necessary, present during Working Group meetings on previous research activities
- Conduct research to support your assigned working groups, and prepare presentation materials for quarterly working group meetings
- Propose subjects for the Working Group to explore, based on issue-area research and current events
- Enter relevant news and information related to your assigned issue area into the OSW Market Dashboard product
- Ensure that existing data and information contained within Network databases is accurate and up to date
- Draft and distribute memoranda, research papers, letters, correspondence, and other tasks that facilitate the efficient planning, implementation, and evaluation of policy development and research
- Assist the Policy and Program teams on content creation for upcoming Network events related to your issue area(s); when necessary, schedule speakers, coordinate presentations, and ensure that speakers have all necessary briefing information ahead of an event
- Assist with grant and proposal writing as required
- Update Salesforce with leads and contacts that help actively pursue business development efforts for all Network programs, projects, services, products, and events

EDUCATION AND EXPERIENCE

- Bachelor's degree in government, public policy, public or business administration, economics, or a related field
- Possess an understanding of the public policy development process
- Experience in foundations, nonprofits, or the public sector, highly desirable
- Exceptional attention to detail
- Customer service orientation
- Proven track record of project management and research and skills
- Excellent verbal and written communication skills
- Collaborative, solution-oriented team leader and colleague
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams), Asana and Adobe Acrobat; experience Salesforce, desirable
- Excellent interpersonal and time management skills
- Ability to take direction and/or accept tasks from multiple people
- Ability to deal effectively with deadlines and time pressures
- Ability to work with minimum supervision, set priorities, and multitask
- Flexibility and tolerance for ambiguity. Willingness to handle complex and mundane matters
- Ability to promote a team culture of accountability and results
- Ability to travel domestically and internationally 20% of the time

**BENEFITS AND COMPENSATION:**

The salary range for this position is commensurable with experience. For full-time, benefit eligible employees, the Network offers an excellent range of benefits including:

- Medical Insurance
- Dental and Vision Benefits
- Employee Life Insurance
- Employee Short- & Long-Term Disability
- Paid Vacation
- Generous paid leave
- 401K Plan

WORKING CONDITIONS

- Work is in an office environment

The Business Network for Offshore Wind provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Business Network for Offshore Wind complies with applicable state and local laws governing nondiscrimination in employment in every location in which we employ staff. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.