



Clean Virginia

Job Announcement: Legislative Director

Clean Virginia is an independent and bipartisan advocacy organization with an associated Political Action Committee that wants Virginians to pay fair prices for clean, renewable energy and believes that a more ethical and transparent state government is key to achieving that goal. The Clean Virginia team is motivated by a vision of Virginia in which power is distributed more equitably so that all Virginians benefit from a government and energy system that prioritizes people and the planet over corporate monopoly profit.

Clean Virginia is working towards this vision in three ways:

1. Work with a broad movement to engage the public about the harmful impacts of corruption in Virginia and organize communities to promote good governance and energy reform.
2. Engage in innovative research to advance the next generation of energy policy in Virginia.
3. Support Delegates, State Senators, and candidates for Virginia's General Assembly and Executive Branch who share a principled stance of refusing contributions from publicly regulated utility monopolies through Clean Virginia Fund, Clean Virginia's Political Action Committee.

This position is in Virginia. While we prefer a candidate who is located in Charlottesville or Richmond, we are open to the right candidate who lives elsewhere in Virginia. Regular travel — typically monthly — to our headquarters in Charlottesville will be required.

About Us: We are a small team of dedicated people headquartered in Charlottesville, Virginia. We are a highly collaborative staff, and we lean on the collective experience, knowledge, and skills of our team and cultivate interpersonal trust and open communication. Clean Virginia believes a staff that reflects the Commonwealth's diversity is central to our organizational goals of advancing clean governance and an equitable clean energy transition in Virginia. We are committed to 1) building an inclusive team at Clean Virginia in which diversity is deeply appreciated for its ability to strengthen teams, 2) fostering a welcoming work environment in which everyone feels safe, respected, and valued, and 3) offering equitable employment policies and benefits.

Application Instructions: The Spark Mill is conducting Clean Virginia's Legislative Director search. The Spark Mill is a Consulting Firm that supports organizations through change, champions diversity, equity, and inclusion while supporting agencies with strategic planning initiatives, change management, and people operations. Please submit a resume, cover letter, and three references by [filling out this form](#). We will not contact references until later in the hiring process, and not without your permission. Applications will be reviewed until May 13th, 11:59 PM EST, with screenings to follow soon after.

Clean Virginia is committed to a just, representative, and inclusive working environment and encourages people of color, women, persons with disabilities, and persons who are LGBTQ to apply.

Job description

Legislative Director

The Legislative Director is responsible for developing and implementing Clean Virginia's policy and legislative strategy. They have primary responsibility for overseeing good governance policy, including but not limited to campaign finance reform, ethics and lobbying laws, and government transparency issues. As the supervisor of Clean Virginia's Energy Policy Manager, who leads the development of energy and utility regulatory policy, the Legislative Director should mentor, empower, and collaborate closely with the Energy Policy Manager. The Legislative Director will collaborate with coalition partners to advocate for energy and good governance reform at the state legislature and with the Governor's administration. They will coordinate closely with the Advocacy and Organizing Manager in this effort. This position works closely with the entire Clean Virginia team, directly supervises the Energy Policy Manager, and reports directly to Clean Virginia's Deputy Director. It requires a willingness and ability to travel around the state and work outside of traditional 9 am to 5 pm hours when necessary including during the Virginia legislative session in January, February, and March. Compensatory time will be allotted in those circumstances.



Duties and responsibilities

- Develops and manages legislative policy, providing in-house expertise on issues including campaign finance laws, government ethics, lobbying and disclosure laws and policies, and works with the Energy Policy Manager on the development of utility regulatory proceedings and clean energy legislation. This work includes working alongside the Advocacy and Organizing Manager within a broad coalition to alleviate the energy burden on Virginians.
- Acts as a legislative ambassador and registered lobbyist for Clean Virginia and works to establish the organization as a trusted and credible source on Virginia energy policy, utility reform, and good governance.
- Directs, manages, and coordinates strategic plans for passing relevant legislation related to Clean Virginia's mission of improving accountability in the Virginia government and promoting affordable and accessible clean energy before, after, and during General Assembly sessions.
- Develops and maintains relationships with Democratic and Republican General Assembly leaders and staff, candidates and campaigns, political parties, and other political action committees. This work should be shared and conducted in tandem with other Clean Virginia colleagues, particularly the Energy Policy Manager, and will require task managing lobbyists.
- Contributes to the team's strategic planning process and helps forge a tactical path towards shared goals.
- Work closely with advocacy and communications colleagues to develop legislative and reform advocacy campaigns.
- Ensure Clean Virginia's strategic imperative of equity, justice, and inclusion is included in political organizing efforts.
- Perform other duties as assigned.

Preferred Qualifications

- Bachelor's degree in a relevant field is preferred.
- 5-7 years of professional experience with legislative and policy affairs.
- Superior communication and interpersonal skills including strong emotional intelligence.
- A passion for legislative reform in the areas of clean energy, climate change, good governance, and economic justice.
- A deft ability to work with multiple stakeholder groups, enthusiasm for teamwork and collaboration, and a strong respect for your colleagues and their unique ideas and perspectives.
- Experience managing staff, demonstrated personnel management skills, and a strong commitment to acting as an organizational mentor and leader, both as a manager and a colleague.
- A collegial and collaborative work style, innovative thinking, strong work ethic, enthusiastic attitude, and a sense of humor are essential.
- Strong administrative and project management skills including operational budgeting, computer word processing, database management, and relationship management.
- A flexible approach to work, with a willingness to travel, as needed, and participate in programs occurring after typical business hours.
- Strong demonstrated interest in government ethics, climate change and clean energy, economic justice, and the overall vision of Clean Virginia.



Compensation/benefits

Clean Virginia offers a highly competitive salary and benefits package which includes:

- A salary range of \$105,000 to \$115,000 based on relevant experience.
- Generous paid time off every year: 4 weeks (20 days) of vacation, 10 sick and wellness days for physical and mental health, 15 paid holidays, and 10 days of bereavement leave.
- 12 weeks of paid parental leave for the birth or adoption of a child.
- Employer contribution of 90% of monthly premium cost for UnitedHealthcare Choice Plus Direct plan (Platinum level), including dental and vision coverage.
- Life insurance coverage.
- 401(k): Employer match of up to 5% of salary following 60 days of employment.
- Strong commitment to professional development including an allotted budget for each staff member.