

## WAP State Assistance Director

### Overview

Founded in 1978, the non-profit, National Association for State Community Services Programs' (NASCSPP) mission is to build states' capacity to respond to poverty issues. Our goal is to improve the lives of low-income families and strengthen local economies. NASCSPP members administer the federally-funded Weatherization Assistance Program (WAP) and the Community Services Block Grant (CSBG), which serve millions of American families in communities across the country. The Association represents the states in influencing legislation and federal administration policy, provides training and technical assistance for state managers, and forges working relationships with related organizations in the anti-poverty and energy efficiency fields. For more information, please visit [www.nascsp.org](http://www.nascsp.org).

### Position Description

The WAP State Assistance Director provides oversight and management to the Department of Energy (DOE) Weatherization Assistance Program (WAP) grants and other energy related projects. They will develop a deep knowledge of the Association membership and manage NASCSPP's DOE and energy related grants, projects and business plans. They will take an active role in supporting State WAP Managers through training and technical assistance efforts. Internally, the WAP State Assistance Director is responsible for WAP services staff management, expansion, and development. Externally, the WAP State Assistance Director is responsible for managing relationships with funders, WAP State members, organizational partners, and other stakeholders. The position can be based in Washington, D.C. or function as a remote position. If the WAP State Assistance Director is based in D.C., they assume additional responsibilities related to advocacy and government affairs.

### Essential Duties and Responsibilities:

#### Leadership

- Development, oversight, and implementation of DOE grants, including management of identified objectives and deliverables, function as primary contact and grants manager for funding sources;
- Develop and execute annual WAP Services plan and budget;
- Work with WAP Services team to routinely track and report progress related to grant deliverables, adjusting in response to project developments as needed.

#### Member Training & Support

- Oversee NASCSPP's role and serve as lead spokesperson for state interests in representing NASCSPP membership on WAP and related energy efficiency issues;
- Build strong and effective relationships with NASCSPP WAP members through regular and proactive communication;
- Provide technical assistance and training support to WAP State members to enhance their capacity to oversee WAP subgrantees;
- Develop, implement and facilitate the WAP component of NASCSPP sponsored conferences, WAP orientation training, and webinars and seminars designed to address specific and other WAP/energy related training needs and customized to meet the needs of the WAP network, including the development of standardized content for routine training topics;
- Assist NASCSPP in providing regular updates to the WAP membership related to WAP and energy efficiency issues.

## **Stakeholder Relations**

- Develop and maintain a constructive working relationship with DOE Headquarters staff;
- Cultivate relationships with key national organizations and federal funders, actively participate in task forces and coalitions;
- Maintain communication and cultivate relationships with other professionals in the energy efficiency sector, including building science professionals and the training consortium;
- Plan for future capacity, funding, and role of WAP network in current political environment and industry direction.

## **Government Affairs (If based in D.C.)**

- Build relationships with legislators and their staff members;
- Track policy, legislation, and reauthorization issues related to the WAP and associated initiatives;
- Provide regular updates to the membership on federal legislation as it relates to the WAP and associated initiatives;
- Represent NASCSP on coalition groups and other advocacy initiatives.

## **Other**

- Supervise WAP Services Staff;
- Other duties as assigned by the Executive Director.

## **Qualifications**

The WAP State Assistance Director will be thoroughly committed to NASCSP's mission. All candidates should have proven leadership, mentoring, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- A bachelor's degree or higher (commensurate experience may be considered in lieu of degree) with at least 5 years of WAP/Energy Efficiency experience.
- Qualified experience with state and/or federal WAP related agency or division management preferred.
- Deep understanding of the programmatic, technical, and financial elements that underpin the WAP.
- BPI Certifications preferred.
- Experience with financial management, grant writing, and grant management.
- Demonstrated experience with the legislative process at the state and/or federal level preferred but not required.
- Unwavering commitment to quality Energy Efficiency programs and data-driven program evaluation.
- Excellence in organizational management with the ability to develop, manage, and coach staff; manage and develop high-performance teams; set and achieve strategic objectives; and manage a budget.
- Strong training and technical assistance skills with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to work effectively in collaboration with diverse groups of people, particularly with WAP stakeholders at the federal, state, and local level.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Track record of effectively leading and scaling performance at the regional, state and/or national level.

- Ability to travel frequently. This position will be responsible for providing T/TA to the WAP network, which will require travel up to 50% of time spread throughout the year.

**Salary Range**

Willing to consider the possibility of a remote work schedule with the understanding that there will be 50% travel, some of that on a regular schedule to NASCSP's DC office.

Salary range: \$70,000 - \$112,740 based on experience and remote vs local residence.

**Submission**

Cover letter and resume should be emailed, as one document, to [nascspempops@gmail.com](mailto:nascspempops@gmail.com). Insert the following into the e-mail subject line: WAP State Assistance Director Position (Last Name). Please, no phone calls. Applications accepted through July 27, 2018.