

**Illinois Power Agency
Legislative Affairs
10/31/2023**

Position Summary

The Illinois Power Agency (IPA) is seeking a Legislative Affairs Manager to work out of its Springfield or Chicago offices.

The Legislative Affairs Manager position will offer a unique opportunity to work on cutting-edge legislative and energy policy issues at both state and local levels with a specific focus on monitoring legislative developments at the Illinois General Assembly. The Legislative Affairs Manager will serve as the Agency's legislative liaison and will be responsible for representing the IPA before Illinois General Assembly members and government decision-makers at both the state and local levels, including maintaining relationships with elected officials and their staff.

The Legislative Affairs Manager will coordinate with Agency subject-matter experts on bill analysis and manage the IPA's legislative agenda, including tracking proposed legislation introduced within the Illinois General Assembly. This position will also be responsible for developing strategies to promote and provide increased visibility into successes resulting from the IPA's two solar incentive programs, renewable energy procurements, energy procurements, and work advancing equity in the clean energy economy.

The Legislative Affairs Manager will report to the Chief Strategy and Communications Officer, but is also expected to work closely with the Agency Director, Director of External Affairs, Chief Legal Counsel, Planning & Procurement Bureau Chief, and other key Agency staff. While this position offers the flexibility of a remote work environment, weekly travel to Springfield to cover Illinois General Assembly session days in-person is required. Additional travel may be required for in-district meetings and select meetings with local officials.

Core Responsibilities:

- In conjunction with the Agency Director and Chief Strategy & Communications Officer, building out and executing on a strategic plan for the Illinois Power Agency's legislative affairs work, including targets for in-person meetings, coverage of key constituencies, collaboration opportunities with the IPA's DEI Bureau on equity-related work, and advancing key Agency legislative goals.
- Developing an annual Illinois Power Agency legislative agenda, including managing drafts of any legislation introduced on behalf of the Agency and serving as a liaison with sponsors of any Agency-driven legislation.
- Working closely with Agency leadership and finance staff on development of the Agency's annual appropriation request before the General Assembly.
- Developing and maintaining relationships with others involved in the development of legislation, including serving as the lead on communications with General Assembly members, with legislative liaisons from other state agencies, and with legislative affairs staff from the Office of the Governor.
- Developing and maintaining relationships with key local and county officials should work across local or county government implicate the Agency's interests.

- Monitoring legislation impacting the Agency, including creating and maintaining a tracking platform for that legislation and coordinating the development of bill analyses and feedback through working closely with subject matter experts at the Agency.
- Managing development of the Agency's *Power Brief* monthly legislative newsletter, including drafting articles, coordinating the editing process, and ensuring the newsletter is shared with ILGA members and their staff.
- Drafting and coordinating responses to inquiries from state and local constituent services offices in coordination with subject matter experts at the IPA.
- Participating in legislative negotiations, stakeholder discussions, workshop processes, and other forums through which legislation and other energy policy ideas are developed or refined.
- Incubating innovative practices that inform IPA's work in the energy and renewable energy sector among local and state elected officials and their constituent services.
- Performing other duties as required or assigned which bear some nexus with the scope of the duties enumerated above.

Minimum Requirements

- Bachelor's degree in political science or equivalent knowledge skill and experience in public affairs or public administration or public policy from an accredited college or university.
- Minimum three (3) years of experience in legislative or government affairs with focus on public policy.
- Ability to read, research and track legislation.
- Advanced interpersonal skills with the ability to work with a wide range of diverse individuals and constituencies.
- Oral and written communication skills and the ability to present effectively to a variety of audiences.

Desired Skills and Qualifications

- Prior experience in energy policy, public policy, and legislative matters strongly desired.
- Experience working in or around the Illinois General Assembly, including a strong understanding of the Illinois legislative process.
- Background in or familiarity with Illinois energy law and regulation highly preferred, but not required.
- Ability to adapt to changing priorities and work effectively within a fast-paced, dynamic, and creative environment.
- Advanced analytical, critical thinking, and strategic thinking skills.
- Effective planning, project management, and time management skills.
- Ability to compile, analyze, interpret, and integrate complex information into simplified manner, and present that information back in an accessible way.
- Strong network of relationships across state government, including with state legislative offices.

Travel Requirements

This position requires travel to and from the Illinois General Assembly's meetings in Springfield during session days, which generally run from February through May with additional weeks scheduled across November (but which may include extended or special session dates). Expenses

for state-related travel are reimbursed consistent with state travel guidelines, including a per diem applicable to longer trips.

Salary Range: \$80,000-\$95,000

The Legislative Affairs Manager is prohibited from: (i) owning, directly or indirectly, 5% or more of the voting capital stock of an electric utility, independent power producer, power marketer, or alternative retail electric supplier; (ii) being in any chain of successive ownership of 5% or more of the voting capital stock of any electric utility, independent power producer, power marketer, or alternative retail electric supplier; (iii) receiving any form of compensation, fee, payment, or other consideration from an electric utility, independent power producer, power marketer, or alternative retail electric supplier, including legal fees, consulting fees, bonuses, or other sums. These limitations do not apply to any compensation received pursuant to a defined benefit plan or other form of deferred compensation, provided that the individual has otherwise severed all ties to the utility, power producer, power marketer, or alternative retail electric supplier.

For more information on the Illinois Power Agency, please see: www.illinois.gov/ipa
To apply, please submit a cover letter, resume and three professional references along with your online application. ***A cover letter is required in order to be considered for the position.***

No phone calls please.

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer