



CARBON CAPTURE COALITION

POSITION ANNOUNCEMENT EXTERNAL AFFAIRS MANAGER

OVERVIEW

The Carbon Capture Coalition seeks an External Affairs Manager to support our growing work in Washington, DC. The External Affairs Manager will be responsible for external engagement and outreach with Coalition members, stakeholders and policymakers, along with supporting public relations and communications efforts to advance economywide deployment of carbon capture, removal, transport, utilization and storage. The individual will be based in Washington, DC. Some overnight travel is required.

The salary range is \$80,000-\$100,000, commensurate with experience. Benefits include healthcare, vision, dental, medical and dependent care FSA, HSA, LTD, STD, life, and 401(k) retirement plans, paid time off, and a communication stipend. The position is an exempt salaried position and reports to the staff Director of the Coalition.

RESPONSIBILITIES

- Work closely with Coalition staff and members to help develop and enact federal policy strategy and anticipate policy opportunities.
- Maintain and build new relationships and partnerships with congressional staff, federal officials and key stakeholders.
- Develop, coordinate and implement education and outreach strategies and activities undertaken by the Coalition's legislative team and participants to engage Congress, the Administration and key constituency groups.
- Track and summarize key legislation, analyze bill language, draft talking points, memos, recommendations, letters to policy makers, and other Coalition work products.
- Help ensure effective integration of the Coalition's public relations, marketing and communications strategies and activities with its external education, outreach and advocacy efforts.
- Help plan and organize external meetings, Capitol Hill briefings, and other events.
- Oversee implementation and maintenance of a database for use by Coalition staff and participants to track and manage federal policymaker education and outreach.
- Support budgeting, recruitment, fundraising, and other strategic activities to enhance the Coalition's capacity and impact.

DESIRED QUALIFICATIONS AND SKILLS

- Bachelor's Degree or relevant proven skills and experience.

- Prior experience (3+ years) working on public policy, federal or otherwise.
- Knowledge of or prior experience with climate, energy and/or environmental issues a plus.
- Experience with campaign strategy and execution in public policy, political and/or other contexts a plus.
- Experience, professional or otherwise, coordinating stakeholders in coalitions, organizing events, and attending meetings or public events on behalf of an organization.
- Demonstrated willingness and ability to work collaboratively and effectively with very diverse individuals and institutions, including those with whom you may personally disagree.
- Excellent written and verbal communication skills.
- High attention to detail and ability to work independently.
- Excellent time and deadline management, project management and team relationship skills.
- Commitment to the mission and goals of the Carbon Capture Coalition.

TO APPLY

Send your application materials including a one-page cover letter, resume, and writing sample via email in Portable Document Format (pdf) to [careers\(at\)gpisd\(dot\)net](mailto:careers(at)gpisd(dot)net) with subject line: "External Affairs Manager - [your surname]". Optional materials could include professional references. A single pdf of all materials is preferred. Deadline for applications is **November 9, 2020**.

POSITION TIMING: Our goal is to have the successful candidate start by December 1, 2020.

ABOUT THE CARBON CAPTURE COALITION

The [Carbon Capture Coalition](#) brings together over 80 energy, industrial and technology companies, energy and industrial sector labor unions and conservation, environmental, and clean energy organizations dedicated to fostering commercial deployment of carbon capture technologies as an essential strategy for meeting midcentury climate goals, supporting domestic energy and industrial production and protecting and creating high-wage jobs. The signature accomplishment of the Coalition and its partners was the 2018 congressional passage of the landmark reform and expansion of the federal Section 45Q tax credit for geologic storage and beneficial use of carbon captured from industrial facilities and power plants. Coalition participants have since developed and are working to advance a broader [federal policy blueprint](#) for scaling up economywide deployment of carbon capture, removal, transport, utilization, and storage.

The Coalition is convened by the [Great Plains Institute \(GPI\)](#), and the successful candidate will be a GPI employee, subject to its policies and practices. The Great Plains Institute is an Equal Opportunity Employer, is committed to building a diverse staff and welcomes a wide diversity of applicants.