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San Isabel Electric Association, Inc. is an equal opportunity provider and employer.

## Manager of External Affairs

Department: Administration  
Report to: Chief Administrative Officer  
Wage Category: Exempt

## Job Statement

The Manager of External Affairs is responsible for leading and directing the overall external affairs functions for the Cooperative. This individual will be responsible for fostering and maintaining positive working relationships with our corporate partners, government agencies/entities, and other external stakeholders to ensure the Cooperative is well positioned to meet its Board approved goals.

## Essential Functions

1. Represent and advance SIEA's strategic vision in public policy and regulatory environments and among industry associations.
2. Develop, implement and lead a strategic approach to identifying and prioritizing legislative and regulatory initiatives that support key business objectives and drive additional business development opportunities.
3. Develop appropriate policy positions with business leaders and advocate on behalf of those positions.
4. Identify opportunities to participate in, or lead, public dialogues to advance the Cooperative's interests.
5. Be sensitive to and aware of the public and political dialogues regarding renewable energy and the Cooperative and understand the impact of that dialogue on the Cooperative.
6. Manage key relationships with City, County, State and Federal officials to further the good standing of the Cooperative.
7. Act as the key point of contact for the Cooperative to trade and other external organizations
8. Engage in advocacy initiatives with other industry leaders, trade associations, etc. that advance the interests of the Cooperative.
9. Support and facilitate opportunities for SIEA leadership and Board to interact with key policy-makers, officials, partners and other stakeholders.
10. Identify ways to enable the Cooperative to leverage government incentives and financial benefit programs.
11. Create presentations that can be made to a broad set of audiences that describe the Cooperative's work and benefits to the community.
12. Special projects as designated by the Chief Administrative Officer.

## **Minimum Job Specifications**

### **Education**

Bachelor Degree required; Master's in Public Administration or equivalent preferred.

### **Experience**

1. Extensive experience in government/external affairs
2. Knowledge and expertise in the energy field is strongly preferred
3. Experience in PR and/or communications
4. Successful track record of being a leader in policy environments

### **Certifications/Licenses**

1. Must have valid Colorado driver's license

### **Physical Demands**

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Requires continuous sitting and use of keyboard/computer and occasional standing, walking, bending climbing, kneeling, reaching, and occasionally lifting up to 25 pounds.
2. Requires finger dexterity, good vision and hearing.
3. Required to speak English clearly.
4. On a daily basis, requires attention to detail; the ability to read, write and perform basic math.
5. Occasional travel by company vehicle is required.
6. Occasional travel by commercial means is required.
7. Office equipment used frequently includes personal computers, related software, copier, printers and fax machines, etc.

### **Other Necessary Qualities**

1. Excellent interpersonal skills, with the ability to establish rapport and credibility with key individuals and to build and maintain a broad network of contacts
2. Strong commitment to integrity and teamwork with a proven ability to work collaboratively across team, departmental and industry boundaries
3. Proven leadership and project management skills
4. Ability to handle multiple projects effectively
5. Superior oral and written communication skills with the ability to persuasively and succinctly communicate complex concepts to high level individuals
6. Ability to develop and maintain strong internal and external relationships while advancing the Cooperative's position
7. Executive presence, dynamic professional style and the ability to inspire confidence in people inside and outside of the cooperative

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.