

Fleet and Partners Organizer Electrification Coalition

About Electrification Coalition

The Electrification Coalition is a nonpartisan, not-for-profit group of business leaders committed to promoting policies and actions that facilitate the deployment of electric vehicles on a mass scale. The members are leaders of companies representing the entire value chain of an electrified transportation system. The Electrification Coalition works to end the oil dependence which threatens the nation's economic, environmental and national security by working towards the long-term solution of electrification of transportation.

The Electrification Coalition (EC) works in a partnership with Securing America's Future Energy (SAFE). SAFE unites prominent military and business leaders to develop and advocate for policies that improve America's energy security by significantly curtailing our dependence on oil and promoting responsible use of our domestic energy sources. SAFE relies on knowledge and experience of four-star retired military officers, Fortune 500 CEOs, and its expert staff of communications, finance, policy and political experts to produce high-quality, fact based analysis and policy recommendations for lawmakers, regulatory agencies, and the public. SAFE maintains a strategic ability to adapt to the rapidly evolving energy and transportation landscape with real-time, up-to-date analysis and recommendations. SAFE aims to address America's overwhelming reliance on oil by increasing fuel efficiency in transportation, improving fuel diversity in transportation, and expanding production of U.S. domestic resources.

For more information, visit electrificationcoalition.org and secureenergy.org.

The Opportunity

The Fleet and Partners Organizer will work on behalf of the EC to act as the program fleets advocate, help coordinate the project timelines for fleets, help ensure that the fleets and the cities are getting needed resources to successfully transition their fleets. This will include helping to provide ongoing rapid response to fleets, coordinating webinar series and other resources for each participating city. They will act as the liaison for cities and track all fleet contacts or main POCs for each city in a customer relationship management (CRM) database and organize all procurement cycles for participating fleets. This position will report directly to the Fleets Program Manager.

The ideal candidate would be based out of Washington D.C, Raleigh/Durham/Chapel Hill, Denver, Atlanta, San Diego, or Los Angeles, but other locations will be considered for the right candidate.

Key Responsibilities

- Develop the needed communications support and the materials to foster broad city and other subnational partner engagement.
- Develop case studies, infrastructure planning tools, EV fleet management tools to ensure high utilization and program success.
- Coordinate with municipalities to ensure transition goals and timelines are met.
- Provide resources as needed to support successful transition of fleets.
- Organize and host webinar series for participating cities.
- Act as liaison directly with cities.
- Track fleet contacts for each city in a customer relationship management database.
- Responsible for keeping project portal current for users.
- Organize all procurement cycles for fleets.
- Project reporting and tracking.

Professional Skills and Qualifications

- Bachelor's degree and/or two years of experience in the field.
- Experience working with municipal government employees.
- Knowledge of electric vehicle programs and community organizing principles.
- Familiarity with project management software, such as Monday, Salesforce, Wrike, Asana, etc.
- Competence with networking and engaging stakeholders.
- Exceptional written and oral communication skills, along with demonstrated editing and proofreading abilities.
- A professional and resourceful style.
- Ability to work independently and as a team player.
- Strong attention to detail.
- An adaptable and flexible style.

To Apply

Expand HR Consulting, www.expandhr.com, has been retained to assist Electrification Coalition with this search. To apply, please send a letter of interest and resume to Erica Thomas, Sr. Consultant, ethomas@expandhr.com, subject line "Fleet and Partners Organizer". EOE/m/f/d/v.