



Career Opportunity: External Affairs Manager

Location: San Diego County – Hybrid Work Schedule set by SDCP

Deadline to Apply: April 22, 2022

Who is SDCP?

San Diego Community Power (SDCP) is a new community choice aggregator (CCA) in the San Diego region that began electric service starting 2021. We serve five member cities, the cities of San Diego, Chula Vista, Encinitas, La Mesa and Imperial Beach, with the unincorporated communities of the County of San Diego and National City joining in 2023. With the possibility of further growth, we will be one of the largest CCAs in California. By the end of 2022, SDCP will provide electricity for nearly half the electric load in San Diego Gas and Electric's service territory. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. For more information, visit www.sdcommunitypower.org.

SDCP is a public agency that is creating a culture of open communication, accountability, and intellectual curiosity. As a small team building a large CCA in California, high levels of trust, collaboration, and a team-player attitude are key. We value transparency, responsiveness, innovation, smart work, and passion for our goals.

Commitment to Diversity

At SDCP, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. We provide equal employment opportunities to all applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

What do we need?

SDCP is seeking an experienced relationship builder to join our growing team as External Affairs Manager. The External Affairs Manager will serve as liaison between SDCP's internal team and the local governments and community stakeholders to help inform the public about SDCP's operations and programs. This role involves direct communication with local elected officials, agency staff, community-based organizations, business associations, and customers.

The External Affairs Manager will design and implement strategic outreach with key stakeholders via professional networking, workshops, presentations, and community events. This position reports to the Director of External Affairs.

Required Skills

- Effectively represent SDCP in meetings with governmental agencies, community groups, and various businesses, and regulatory organizations
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds
- Experience designing outreach programs and public participation
- Work well on diverse teams and with consultants
- Translate complex technical information into non-technical messages and interpret and explain policies, procedures, and regulations for stakeholders and customers
- Analyze, interpret, explain and make recommendations on complex legislative, regulatory, community and intergovernmental public policy issues.
- Public speaking and ability to communicate clearly, concisely and persuasively, orally and in writing
- Exercise tact, diplomacy and discretion in dealing with sensitive and complex issues

Successful Candidates Must Demonstrate Knowledge of:

- San Diego regional stakeholders
- Local political, social and economic landscape
- Local, State and/or Federal legislative process, its steps and influence points
- Grassroots and community coalition building skills
- Issues and challenges relating to intergovernmental affairs, community relations and public affairs
- Diverse communities, languages and cultures
- Effective public engagement and facilitation methods
- Event management and planning

Examples of Important & Essential Duties (including but not limited to)

- Support and assist in implementing community outreach efforts to enhance SDCP awareness and customer experience
- Coordinate corporate memberships and event sponsorships
- Manage the Community Advisory Committee and administer monthly meetings with the assistance of the Director of External Affairs
- Ensure SDCP member agencies are informed about SDCP's ongoing service operations, customer program activities, and policy initiatives, and resolve issues with SDCP service that arise at the local government level
- Build and maintain relationships with key stakeholders in the labor, business, environmental and social justice communities, along with neighborhood and community development organizations.
- Represent SDCP and speak at various public events on behalf of SDCP to clearly articulate its vision for cleaner power at competitive rates, local control, and customer programs.

- Collaborate with SDCP's marketing and communications staff and consultants in engaging with customers on social media, through digital and print materials, media, and other communication channels.
- Proactively arrange, plan and facilitate meetings and correspondence with both community and stakeholder organizations.
- Research and identify organizations throughout San Diego County, targeting influential groups and community leaders to build support for SDCP's programs and projects.
- Monitor, evaluate, research and interpret activity of various agencies involved in regional planning, regulatory activities and economic development.
- Review legislative agendas/minutes and attend city council and other local government meetings as assigned.
- Provide internal leadership with concisely written or verbal summaries of government meetings and activities.
- Attend meetings and conferences to stay abreast of proposed and anticipated legislative, community and stakeholder issues and intergovernmental affairs initiatives.
- Assist in public events (in-person or virtual) to distribute information about SDCP and interact with members of the public related to enrollment.

Working Conditions

Prolonged periods sitting at a desk and working on a computer. Periodic interaction with public members at events. Must be able to lift up to 15 pounds at times.

Salary and Benefits

The salary range for this position is \$85,730 to \$116,310 with exact compensation to be determined by SDCP, dependent on experience. Benefits include health care, a 457(b) plan, 10% contribution to a Money Purchase Plan, paid time off (PTO), and sick leave.