



## Strategic Initiative and Content Support

Grid Forward is looking to bring on key support person to help with the core initiatives and activities of the organization and help guide development of content for these activities that goes out to the various participants.

Grid Forward is a trade association with a mission to promote and accelerate grid innovation. We bring together diverse stakeholders for education and collaboration pathways that identify, replicate and scale successful approaches to modernizing the regional grid. Our organization fosters grid innovation by:

- Encouraging investments into new technologies and models for advanced and optimal grid management techniques
- Accelerating transitions from demonstrations to larger scale deployment
- Defining regulatory and business model pathways to encourage best-in-class solutions for managing grid systems
- Supporting cultural change to help energy providers and their partners navigate evolving energy ecosystems

### *Roles and responsibilities*

- Support for various events and activities including the GridFWD Conference, Annual Membership Meeting, Utility Roundtable 'Forward Focus' workshops and other meetings and initiatives
- Gather, generate and publish event and other information on website, registration pages, notices to initiative participants and other locations
- Support content development and liaison with event contributors and participants
- Interface with partners, supporters and other important stakeholders of activities
- Other activities aligned with our core activities that fit the skillset of the potential candidate

### *Qualifications*

- Experience in managing and maintaining website content, ideally on the Wordpress platform
- Experience in producing, distributing and reviewing results from email outreach using a platform such as Mailchimp
- Professional-level copy writing and editing
- Expertise in communications and experience in energy and utilities a plus
- Proficient in Microsoft Suite (Word, Excel, PPT)
- Ability to learn and be flexible
- Passion/experience for grid/energy tech
- Able to complete tasks on time, at times with a quick turn-around
- Home work environment (computer, phone, connectivity)
- Self starter (will work closely with multiple contract staff people but Grid Forward is a remote organization)

- Great team member willing to chip in and help in diverse areas
- Ability to travel some (maybe 2-4 times annually in the Western US)
- Business, marketing, communications, electrical engineering or similar degree

*Compensation:* Monthly stipend

*Estimated Work Amount:* About 20-30 hours a month, lower when major activity and engagement efforts are further out and higher for bigger initiatives and efforts that are actively occurring

This role reports to the Executive Director and works in close coordination with other team members associated with key events like the production team of the GridFWD Conference, host utilities for workshop series, and other stakeholders.

Work is on a contract basis. Both parties can terminate the relationship with or without cause at any time.

Compensation, duties and other key elements of this role will be reviewed on a quarterly basis.

***About Grid Forward, formerly Smart Grid Northwest*** Grid Forward is a 501(c)(6) non-profit trade association dedicated to promoting and accelerating innovation on the regional electric system. Founded in 2010 as Smart Grid Oregon and then renamed Smart Grid Northwest in 2014, the organization has more than 70 members representing regional utilities, advanced technology providers, major energy users, higher education, government agencies, non-profits and other grid development stakeholders. Grid Forward is committed to providing community and resources for leaders who are working to bring modernization into the electric system by way of advanced technology solutions, updated regulatory and business practices, pathways for funding, and improved corporate culture. More details are available at [GridForward.org](http://GridForward.org).

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June 2019

