



**Title:** Regulatory Affairs Manager

The Western Propane Gas Association (WPGA) is a 501(c)(6) non-profit trade association representing the interests of more than 140 companies that sell propane and affiliated services in California. The organization is also committed to the commercialization of renewable propane for use across a variety of markets including the residential, commercial, agricultural, and transportation sectors. The association serves as the administrator to two other non-profit organizations: the Western Propane Education & Research Council and the Western Propane PAC.

**Summary of Position:** The Regulatory Affairs Manager is responsible for driving policy change and developing external communications as they relate to WPGA's business activities and/or policy objectives.

- Location: Sacramento, CA
  - Partial remote work an option
- Reports to: CEO
- Hours: Full-Time
- Travel: Estimated 25%, mostly within California
- Salary: Anticipated range is \$75-90k, dependent on qualifications; highly competitive benefits package, 401k, several mental health flex days a year

**To Apply:**

Send a cover letter & resume to Colin Sueyres at [colin@westernpga.org](mailto:colin@westernpga.org).

**Key Responsibilities Include:**

- Monitor and assess regulatory activities, including state and regional air boards, state and regional building standards, and other energy policies affecting the propane industry.
- Represent WPGA on policy matters, interacting with elected and appointed officials, staff, and key influencers at the state, regional, and local levels.
- Provide input at a variety of government agency forums, meetings, and workshops.
- Research supportive data and provide compelling written and oral testimony for WPGA's policy agenda to agency staff, board members, and other agency meeting stakeholders.
- Work cooperatively with other organizations and their representatives, building coalitions and/or support for WPGA's regulatory program.
- Coordinate with WPGA's lobbyist on matters impacting both the legislative policy and regulatory discussions.
- Contribute to multiple projects simultaneously working in close collaboration with WPGA colleagues and consultants.
- Prepare reports for WPGA Board of Directors on a quarterly basis.
- Work with the CEO to prepare a weekly newsletter distributed to WPGA members.
- Write a quarterly article related to current policy for WPGA magazine.
- Perform other duties as assigned by WPGA's CEO.

**Requirements:**

- Bachelor's degree or equivalent.

- At least 3 years of experience working in California State legislative environment, State regulatory environment, or local regulatory environment.
- Eye for detail and precision.
- Strong communication – active listening, negotiation, and persuasion.
- Excellent presentation and written communication skills.
- Excellent people skills: political sensitivity and collaborative style.
- Ability to develop creative and strategic messaging/communication plans.
- Ability to work independently and lead multiple projects.
- Experience writing across different formats – formal written comments, talking points, fact sheets, etc.
- Experience building and managing impactful relationships with stakeholder organizations.

**Preferred Skills:**

- Relationships already established within the California Air Resources Board (CARB), California Energy Commission (CEC), California Public Utilities Commission (CPUC), and local air quality districts.
- Familiarity with the state regulatory process, including the Administrative Procedures Act (APA) and the Office of Administrative Law (OAL).
- Experience working in the residential or transportation energy sector.
- Experience building coalitions of interested stakeholders to support or oppose specific regulations or policy issue areas.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Familiarity with Constant Contact or similar email software.

*Western Propane Gas Association is an Equal Opportunity Employer.*