



## **JOB DESCRIPTION**

**TITLE** Director

**CLASSIFICATION** Full-time employment; exempt from overtime

**REPORTS TO** Maggie Pallone, Vice President

**SUMMARY** The director is an integral member of the PSC sales and marketing management team and is responsible for providing leadership in energy policy both within the firm and as a thought leader in Michigan. This person will supervise a team of consultants who work primarily on energy and resiliency policy and will support the firm's work by researching, analyzing, and writing reports and strategy documents related to local, state, and national energy policy and regulation issues, including energy regulation, resiliency planning, and addressing climate change; planning and facilitating meetings; maintaining and developing strategic relationships for the firm; selling and managing multiple projects; and more.

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### **ESSENTIAL DUTIES**

- Cultivates relationships and works with leaders in policy, programs, and regulation (e.g., government-regulated entities, legislature, advocacy organizations, businesses, etc.)
- Cultivates new business by identifying project opportunities and prospective clients, meeting with prospects and clients, and writing proposals
- Communicates effectively externally, representing the firm well to the media and other public-speaking venues
- Manages multiple large projects concurrently—including directing work scopes, collaborating with team members to complete project tasks, and managing client expectations—resulting in high-quality project deliverables completed on time and on budget
- Supervises, mentors, and guides colleagues to help them meet their performance expectations and shares knowledge about policy expertise and the firm's work
- Conducts, translates, and analyzes public policy research, primarily in content areas related to state and national energy policy and regulatory issues, climate change and adaptation, resiliency, and creating a more sustainable future for Michigan
- Develops research reports, strategy documents, and other client deliverables
- Plans and facilitates meetings, focus groups, strategic planning sessions, and other events
- Provides thought leadership on energy policy through participation in Michigan Public Service Commission workgroups, state and national energy conferences, and other workgroups
- Utilizes strategic thinking to connect clients with relevant and timely information as it relates to current and future work
- Possesses a desire to be curious and commit to continual learning in support of clients and ensures the firm remains a leader in energy and climate policy

## **CHARACTERISTICS OF HIGH PERFORMANCE**

- Collaborates with staff and clients in a fast-paced office with diverse people, perspectives, and projects
- Demonstrates initiative, critical thinking, and creativity to generate ideas for research questions, work approaches, presentation of information, and issue resolution
- Performs tasks and assignments in a timely and consistent manner with high accuracy and attention to detail
- Takes initiative and works independently
- Manages workload effectively while engaged in multiple projects concurrently
- Understands the complexities of energy and environmental policy and has a knowledge base from which to draw
- Maintains a fact-based, unbiased approach when researching and presenting on policy topics
- Motivates direct reports around firm, team, and project goals through setting and communicating clear expectations, developing and implementing team-building activities, and paying attention to team morale
- Demonstrates administrative skills and allocates and manages resources in the firm's best interest

## **QUALIFICATIONS**

- A bachelor's degree, preferably in a field related to energy policy and regulation, natural resources, environmental studies, public policy/administration, or related fields
- A minimum of ten years of relevant work experience is required
- Experience working with diverse stakeholders and building consensus
- Experience working on energy or climate policy at the local or state level is desired
- Strong research and writing skills, with the ability to accurately interpret data and write concisely
- Demonstrated experience performing comparable duties
- Strong knowledge of and interest in energy and environmental policy
- Strong competency using Microsoft Office suite, including Word, PowerPoint, and Excel

## **WORK ENVIRONMENT**

Public Sector Consultants has a flexible work location policy that allows employees the ability to work from a location that best meets their personal needs while also balancing the needs of the firm. Work is primarily performed indoors, with extended periods (approximately eight hours or more a day) at a computer or on the telephone. The nature of the work has frequent interruptions and requires contact with the public and clients, performance of repetitive tasks, and strong communication skills. While the employee may be required to work beyond traditional business hours, PSC strives for staff to maintain a healthy work-life balance.

## **COMPENSATION**

- Salary commensurate with education and experience
- Eligibility for company profit share
- Competitive medical, dental, life, disability, voluntary vision, and voluntary legal insurance plans
- Company 401(k) contribution
- Paid time off granted upon start date

- Eleven paid holidays per year
- YMCA membership

## TO APPLY FOR THIS POSITION

Submit a cover letter and resume through the job posting on our website:

[www.publicsectorconsultants.com/careers](http://www.publicsectorconsultants.com/careers). All materials must be submitted as PDF or Word documents.

If you have trouble with the upload page or have questions about the position, please email:

[humanresources@publicsectorconsultants.com](mailto:humanresources@publicsectorconsultants.com).

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## ABOUT PSC

PSC is an objective, nonpartisan research and consulting firm. Our services have been used to advance innovative solutions to all kinds of difficult public policy challenges in Michigan and beyond. Offering a full suite of services in research, implementation, facilitation, and evaluation, PSC has helped hundreds of local, state, and federal government agencies, nonprofit organizations, and private businesses. PSC strives for excellence in relationships with both clients and colleagues. These efforts have resulted in PSC receiving numerous awards; the most recent include being recognized as one of the *Detroit Free Press* Top Workplaces in 2020 and receiving the 2021 Outstanding Small Business Award from the Lansing Regional Chamber of Commerce. Since our founding in 1979, PSC has built a reputation as the consulting firm of choice for anyone working to better people's lives.

## WHY JOIN OUR TEAM?

PSCers are scholars and athletes, number crunchers and poets, big thinkers and meticulous doers, fierce introverts and charismatic extroverts. While we all share an unwavering commitment to excellence, we also celebrate—and enjoy kidding each other about—our eccentricities. PSC is that rare place where you can be true to yourself and your passions while still working collectively toward an important and common goal—making a difference for our clients and the people we serve.

At PSC, we understand that we benefit from the sum of our individual differences, self-expression, and life experiences. Our clients also benefit from having access to different perspectives and a broad range of problem-solving approaches. We encourage openness and inclusivity, and invite any dedicated and hardworking person who commits to our [mission, vision, and values](#) to explore joining our team.

Want to know more? Our staff explain why PSC is a great place to work [here](#).

*It is the policy of PSC to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Employees are selected based on ability or assessed potential to meet the needs of PSC and the specific job requirements as stated in the job description. In addition, PSC will provide reasonable accommodations for qualified individuals with disabilities.*