



Position Summary

The Solar Energy Manufacturers for America (SEMA) Coalition has built strong momentum advancing the interests of U.S. solar manufacturers across federal policy, trade, and market development. As the coalition's impact and visibility continue to grow, so does the need for dedicated, full-time capacity to support members, respond rapidly to policy developments, and expand our public-facing presence.

To meet this moment, the SEMA Coalition is seeking a full-time professional to scale the coalition's member engagement, advocacy, and communications efforts. The ideal candidate for this role will help expand the SEMA Coalition's reach and effectiveness, enabling deeper engagement with Congress and the Administration, earlier and more strategic policy intervention, and more consistent, high-value support for coalition members.

The successful candidate – in collaboration with the coalition's Executive Director and existing consultants – will lead the development and execution of the coalition's policy, advocacy, and public-affairs efforts; serve as the primary point of engagement with coalition members and other stakeholders; coordinate high-impact events and coalition outreach; and deliver timely analysis, advocacy, and communications materials to ensure the coalition remains proactive, responsive, and influential in a rapidly evolving policy and political landscape.

The SEMA Coalition is currently managed by an Executive Director and a team of consultants based in Washington, D.C. This group will support the new hire and help manage coalition operations and policy development.

Responsibilities

Policy and Advocacy Engagement:

- Track and analyze market, policy, and industry news; provide timely updates and strategic insights to coalition members.
- Engage with congressional offices and administration officials to identify champions, cultivate long-term relationships, and advance coalition priorities.
- Represent the coalition at stakeholder meetings to build partnerships and amplify its influence.
- Monitor breaking legislative and regulatory developments and coordinate rapid coalition responses to ensure timely advocacy.

Member Engagement and Development:

- Facilitate communication with coalition members to identify emerging policy and market challenges early and coordinate proactive responses.
- Provide members with strategic guidance, briefings, and analysis that help them navigate the policy environment and align with coalition priorities.
- Support membership development by identifying and recruiting new members, onboarding them, and ensuring existing members see clear value in participation.
- Manage coalition meetings, including setting agendas, drafting and sharing follow-up notes, tracking action items, and ensuring accountability.

Strategic and Administrative Support:

- Lead SEMA-driven initiatives or other coalition campaigns that highlight best practices, showcase industry leadership, or respond to policy opportunities.
- Oversee administrative tasks such as calendar management, meeting logistics, membership database maintenance, and website upkeep.
- Track and manage coalition finances in coordination with leadership (e.g., membership dues, budget allocations, and reporting), as well as support on legal and other related operational tasks.

Communications and Collateral Development:

- Draft public comments, letters, fact sheets, talking points, and other coalition collateral.
- Regularly develop public-facing materials—including blogs, fact sheets, press releases, op-eds, and newsletters—and ensure the coalition website and social media channels are current and aligned with messaging.
- Coordinate public affairs initiatives, including public campaigns or other initiatives that elevate the coalition's profile.

Events and External Engagement:

- Plan and execute coalition events, such as fly-ins, roundtables, webinars, and member briefings, to showcase industry priorities and strengthen engagement with members and policymakers.
- Ensure strong coalition presence at relevant industry and policy events, representing coalition priorities and broadening visibility.

Experience

- 5+ years of professional experience in U.S. energy policy, government affairs, trade or industrial policy, manufacturing advocacy, or related roles within Congress, the Executive Branch, industry associations, coalitions, or the private sector.
- Strong understanding of the U.S. solar industry and manufacturing ecosystem, including upstream and downstream supply chains, trade dynamics, and the role of federal industrial, energy, and tax policy.
- Demonstrated experience building and maintaining relationships with congressional offices, federal agencies (e.g., DOE, DoW, Commerce, USTR, Treasury), and industry stakeholders.
- Familiarity with federal energy, manufacturing, tax, and trade policy, including incentives, regulatory processes, and legislative pathways affecting U.S. solar manufacturing and deployment.
- Proven ability to advise, brief, and present to senior policymakers, industry executives, coalition members, and other high-level stakeholders.
- Experience developing and executing advocacy strategies, including drafting public comments, letters, fact sheets, and other policy and communications materials.
- Comfort leading meetings and engagements with policymakers and partners, driving discussions toward clear objectives and outcomes.
- Strong policy research, writing, and strategic communications skills, with the ability to translate complex policy issues into clear, compelling messages.
- Experience coordinating across multiple stakeholders and managing competing priorities in a fast-paced and dynamic policy environment.
- Demonstrated ability to work collaboratively with leadership, members, consultants, and internal teams while exercising sound judgment and discretion.

Compensation & Location

Anticipated annual salary starts at \$165,000, based on experience. Competitive benefits package available.

This is a full-time, hybrid position based in Washington, D.C. and funded through coalition member support.

To Apply

Please send a brief email expressing your interest in the position, along with your resume, to careers@semacoalition.org with the subject line "SEMA Managing Director".

About the SEMA Coalition

The Solar Energy Manufacturers for America (SEMA) Coalition is a diverse group of nearly 20 non-Chinese solar manufacturers united to rebuild the domestic supply chain. SEMA members are building or looking to build solar components across the value chain in the U.S.—including polysilicon, wafers, cells, modules, inverters, and other components.

Over 45,000 manufacturing jobs exist or are planned at facilities in the solar supply chain. We work to implement policies that reshore a secure and competitive solar supply chain that will unleash American energy dominance and de-risk the solar industry from Chinese-controlled entities while meeting current and future energy demand, creating high-quality, good-paying manufacturing jobs, and driving American Innovation.