



**Stowe Electric Department**  
PO Box 190  
435 Moscow Rd  
Stowe, VT 05672  
802-253-7215  
[www.StoweElectric.com](http://www.StoweElectric.com)

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## **Manager of Legal & Regulatory Affairs**

### **Job Description**

**Position Title:** Manager of Legal & Regulatory Affairs

**Supervisor:** General Manager

**Status:** FLSA Exempt

**Salary:** \$100,000 - \$125,000

**Hours of Work:** Monday-Friday 8am-4pm | Summer Hours: Monday-Thursday 7:30am-4:30pm; Friday 8am-12pm | Hours outside of normal business hours may be required to fulfill the responsibilities of this position.

**SUMMARY:** Stowe Electric Department is seeking an experienced and strategic Manager of Legal & Regulatory Affairs to lead the Department's legal, regulatory, and policy functions. This senior management position reports directly to the General Manager and plays a critical role in ensuring regulatory compliance, advancing strategic initiatives, and advising executive leadership and the Board of Electric Commissioners on legal, regulatory, and policy matters. Stowe Electric Department operates in a highly regulated environment and actively supports Vermont's clean energy, resiliency, and decarbonization goals.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** This is not an all-inclusive list and is only intended to represent key areas of responsibility.

- Lead and manage all legal and regulatory matters affecting Stowe Electric, including proceedings before the Vermont Public Utility Commission (PUC) and other agencies.
- Represent Stowe Electric in regulatory proceedings, hearings, workshops, and stakeholder processes; prepare or oversee testimony and exhibits; and manage outside legal counsel.

- Monitor regulatory dockets, legislation, and policy developments and advise leadership and the Board on risks, opportunities, and recommended actions.
- Ensure timely and accurate regulatory filings, including rate cases, tariff filings, Renewable Energy Standard (RES) compliance filings, Tier 3 filings, Integrated Resource Plans (IRPs), and other required reports.
- Lead and manage discovery processes associated with rate cases, IRPs, and other proceedings, including coordination with the Vermont Public Service Department.
- Oversee RES and Tier 3 Energy Transformation program compliance and coordination with power supply partners.
- Lead the development, coordination, and defense of Stowe Electric's triennial Integrated Resource Plan.
- Develop and submit grant applications and oversee management of awarded grants from state, federal, and other funding sources, ensuring full compliance with reporting, audit, and close-out requirements.
- Provide legal and regulatory guidance to management and staff by interpreting statutes, rules, orders, contracts, and policies affecting operations.
- Serve as Stowe Electric's primary liaison with regulators, state agencies, attorneys, utilities, funding agencies, and industry organizations.

#### **DAILY MANAGEMENT RESPONSIBILITIES:**

- Responsible for the day-to-day operations of the Legal & Regulatory department.
- Oversees the Legal & Regulatory Specialist.

#### **QUALIFICATIONS:**

- Strong working knowledge of electric utility regulation, PUC procedures, RES compliance, rate cases, tariffs, and administrative law.
- Experience with grant-funded capital projects and state and federal funding programs preferred.
- Excellent analytical, writing, negotiation, and public speaking skills.
- Demonstrated ability to manage complex projects, multiple deadlines, and diverse stakeholder relationships.

#### **EDUCATION/EXPERIENCE:**

- Juris Doctor (J.D.) and current admission to practice law in Vermont preferred. Advanced degree in law, public policy, business, energy policy, or a related field in combination with relevant work experience considered.
- Minimum of five (5) years of progressively responsible experience in utility regulation, energy policy, legal practice, or public-sector compliance, preferably in Vermont.

**SED is an Equal Opportunity Employer.**

This confirms that I have read and understand the Manager of Legal & Regulatory Affairs job description and that I further understand this is not an all-inclusive list and is only intended to represent key areas of responsibility.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_