



## Associate, DesignLights™ Consortium

### Job Description

#### Overall Responsibilities

This newly created position will focus on marketing and member services for the rapidly growing DesignLights™ Consortium (DLC) project at Northeast Energy Efficiency Partnerships (NEEP) - see [www.designlights.org](http://www.designlights.org) and [www.neep.org](http://www.neep.org) for further information. At the heart of this project is the DLC's solid state lighting Qualified Products List (QPL) developed in 2009 with NEEP sponsors to support utility and manufacturer program activity. The QPL now serves efficiency program interests in twenty-eight states and two Canadian provinces.

#### Specific Responsibilities

##### Project Management, Marketing, Communications, Etc...

The DLC Associate will be an integral team member for the success of the DLC. Responsibilities will be varied and stimulating to help accommodate for the rapid growth of this program.

Responsibilities may include:

- Managing annual member recruitment and communications
- Leading the development of outreach materials
- Supporting the development of DLC's brand strategy and communications plan
- Managing the marketing and communications schedule
- Maintaining the CRM database and member profile database
- Drafting and posting materials for DLC's website, social media, industry and trade associations
- Drafting and distributing DLC's newsletter
- Supporting event planning and logistics
- Helping to arrange, and support planning and prep for presentations
- Drafting the DLC annual report
- Researching and tracking the use of and references to DLC in the US and Canada
- Managing data collection projects to evaluate the impact of DLC on energy savings and product sales
- Assisting with DLC's Annual Meeting



## Qualifications:

- Relevant bachelor's degree
- Excellent organizational skills
- Attention to detail and accuracy
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Project management & organizational skills

## About NEEP:

NEEP was founded in 1996 as a 501(c)(3) not-for-profit to serve the Northeast and Mid-Atlantic region to accelerate energy efficiency in the building sector through public policy, program strategies, and education. Over the past 15 years, NEEP has successfully positioned the Northeast as a leader in energy efficiency, heading regional and national efforts to create lasting change in the market for energy efficient products, services, and best practices. We achieve our mission through partnerships with a wide range of stakeholders in the field of energy efficiency. With an annual budget of over \$6 million and an experienced [staff](#) of twenty-two professionals, our work is supported by states, utilities, federal agencies, and private foundations. Our [Board of Directors](#) includes committed leaders for energy efficiency across the region which approves an [annual business plan](#) to set priorities for NEEP's work and projects to accelerate energy efficiency.

NEEP is committed to an organizational culture of inclusion, diversity and equity. With that, we are committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, sex, age, national origin, and physical or mental disability. We apply this policy to assure non-discriminatory practices in recruiting, hiring, training, promotion, compensation, benefits and all other activities. It also supports our capacity to achieve our mission to accelerate energy efficiency with broad participation across the Northeast and Mid-Atlantic region.

## Application Process:

To apply please send a resume, along with a cover letter, by email to Bob McTighe at: [bmctighe@neep.org](mailto:bmctighe@neep.org). No phone calls please.