HIGH PERFORMANCE BUILDINGS ASSOCIATE

Northeast Energy Efficiency Partnerships ("NEEP") is seeking a full-time High Performance Building Associate to work as an integral member of the organization’s team that seeks to reduce energy use in homes and buildings through public policy and best practices in the Northeast and Mid-Atlantic regions.

Public Policy Overview:
The purpose of NEEP’s Public Policy efforts is to develop and maintain a positive environment for public policies and programs that promote the efficient use of energy in the building sector throughout the Northeast region.

NEEP’s Public Policy team accomplishes this by facilitating partnerships and serving as an information resource for policymakers, advocates, efficiency program administrators and other stakeholders to support the adoption and implementation of public policies that advance the efficient use of energy in the buildings sector. We accomplish this through five project areas:

- Policy Outreach and Analysis
- Building Energy Codes
- High Performance Buildings
- Building Energy Rating and Disclosure
- Appliance Efficiency Standards

As a member of NEEP’s Buildings Team, the High Performance Building Associate is expected to support NEEP’s vision that the work done today will pave the way for the development of zero net energy buildings (buildings that consume no more energy than they produce) on a broader scale throughout the region.

Job Description:
The High Performance Building Associate is part of a team reporting to the Senior Program Manager, High Performance Buildings, and, ultimately, to the Director of Public Policy. This position will be primarily responsible for helping to create policies and programs to promote operational energy savings in new and retrofitted buildings throughout the region.

Responsibilities:
Support NEEP’s building High Performance Buildings Team to deliver on project goals, including the following specific objectives:

- Assist with convening and supporting information sharing amongst various stakeholder groups including the Regional High Performance Buildings Leadership Groups (comprised of state departments of education and energy office, utility program administrators and other advocates) to advance public policy with high performance building standards in the region, including facilitation of information exchange and knowledge transfer between states and programs.
- Assist with developing, disseminating and maintaining best practices for operations and maintenance of public facilities
- Helping to create the future vision for NEEP’s High Performance Buildings Project
• Work with state and local government and utilities to adopt or reference the regional best practice guidelines to help align state and utility programs to accelerate energy efficiency investments in public facilities to lead by example
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• Assist states to adopt and implement high performance building design policies by providing training and information, responding to requests for information, conduct research, preparing materials and technical guidelines, and connecting groups with the experience and results of others working toward similar goals.
• Assist with the preparation of and distribution of materials for policy forums (regulatory; legislative; administrative) regarding NEEP’s high performance buildings policies and programs.
• Research, identify and recommend best practices for high performance buildings for policy adoption and promotion.
• Provide support to advocates and policymakers; research and prepare benefits information; as needed, serve on and/or support external working groups or committees focused on high performance building energy standards; and facilitate information sharing/communications among stakeholders.
• Help maintain project web pages.
• Help track and maintain an inventory of publically funded high performance buildings in NEEP’s 12 state region.

Support NEEP organizational objectives in the following ways:
• Contribute to NEEP’s Public Policy bi-monthly newsletter with timely and informative pieces on public buildings and schools related policies.
• Prepare timely quarterly progress reports.
• Prepare timely progress reports to funders.
• Assist with grants and other materials to solicit and secure resources to support project activities, as well as with preparation of an annual business plan to implement strategic goals and meet funding requirements for the building energy code project.
• Participate as an active member of the NEEP staff team including attendance and contributions to staff meetings, teleconferences, planning, reporting, organizational development and other staff projects.

Qualifications:
• B.A. or B.S. required in environmental policy, science or urban planning
• Ability to work on multiple projects and adapt to shifting priorities;
• Conceptual understanding of high performance building standards
• Strong analytical and problem-solving skills.
• Excellent written and oral communication skills, including public speaking
• Self-directed and demonstrated ability to manage projects independently.
• Proficient in Microsoft Office (PowerPoint, Excel, Word).
• Passion for and commitment to energy efficiency and the environment.
• Valid driver’s license – position will travel within the region approximately 20% of the time.

About NEEP:
NEEP is a regional nonprofit that promotes the efficient use of energy in homes, buildings and industry in the Northeast and Mid-Atlantic states. We advance cutting-edge products and
practices through coordinated, whole-building efficiency programs and policies. Saving energy creates a stronger economy, a cleaner environment and a more reliable and affordable energy system. For more information on our organization visit: www.neep.org.

Application Process:
To apply please email a resume, along with a cover letter stating where you saw this posting and outlining your interest in NEEP’s mission, to Bob McTighe at: bmctighe@neep.org. **No phone calls please.**

NEEP is committed to an organizational culture of inclusion, diversity and equity. 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.