



ASSOCIATE, BUILDING TECHNOLOGY AND MARKET SOLUTIONS

August 2022

Are you interested in helping to create a more sustainable future by reducing energy use and carbon emissions in homes and buildings? Do you love to solve problems by working with partners? Are you interested in new technology and how technical innovation can help slow climate change? If so, consider applying to Northeast Energy Efficiency Partnerships (NEEP) for this Associate position.

About NEEP

Northeast Energy Efficiency Partnerships ([NEEP](https://www.neep.org)) is a regional non-profit that works to create a more sustainable future by reducing energy use and carbon emissions from the built environment. NEEP was founded in 1996 to promote the efficient use of energy in homes, buildings, and industry in the Northeast and Mid-Atlantic region. Our mission is to accelerate energy efficiency, heating electrification, and grid-interactive homes and buildings as essential solutions to support our regions' long-term shared goal to reduce carbon emissions by at least 80% by 2050. NEEP is based in Boston, Massachusetts, with staff in locations around the region.

Job Overview

NEEP seeks candidates interested in clean energy and climate stabilization. This Associate position is a key member of NEEP's Technology and Market Solutions team which works collaboratively with industry, utilities, states, and federal agencies to accelerate the regional market adoption of energy efficient, low-carbon building technologies and practices. NEEP's Technology and Market Solutions Associate will contribute to the following regional initiatives: [Heating Electrification](#), [Grid-interactive Homes and Buildings](#), and Advanced Window Solutions. This position reports to the Director of Technology and Market Solutions.

Responsibilities

Strategy Planning, Research, and Development

- **Planning:** Assist in preparation of annual program plans and budgets for specific project areas, and contribute to proposal development to guide and secure financial resources for NEEP activities
- **Strategy Development:** Facilitate development of regional strategies to achieve major energy and greenhouse gas (GHG) savings from the accelerated market adoption of high efficiency products in the residential and/or commercial sector
- **Research and Analysis:** Conduct market research and analysis to support strategy development; track relevant programs, technologies, policies, and market developments

Stakeholder Facilitation, Coordination, and Management

- **Stakeholder Engagement:** Build and maintain working relationships with leading market actors
- **Market Transformation Strategies/Partnership Groups:** Facilitate and coordinate the activities of Working Groups and Leadership Advisory Committees for specific projects; plan and execute meetings; develop reports, presentations, and relevant follow up materials
- **Workshops and Webinars:** Plan and hold in-person and web-based events to support strategy development and implementation across the region



- **Strategic Coordination:** Coordinate NEEP's project activities with other relevant national and regional efforts, including participation in selected conferences and workshops
- **Internal Coordination:** Coordinate project activities and materials with other NEEP projects to advance energy efficiency; actively participate in and contribute to NEEP staff meetings and activities

Communications

- **Reporting:** Prepare quarterly and annual progress reports and provide information as needed for internal and external communications
- **Presentations & Publications:** Facilitate and assist preparation of presentations and reports and speak publicly to increase the visibility and understanding of NEEP's strategies, activities, and results
- **Tools & Resources:** Assist in managing existing NEEP tools and resources, making improvements to them, as well as contributing to the development of new tools and resources
- **Media:** Manage NEEP web-based resource center updates; prepare regular blog and newsletter contributions; and assist preparation of news releases

Qualifications

- Demonstrated experience or academic achievement in energy, building technology, environmental policy, or related field
- Strong verbal and written communications and presentation skills
- Strong skills in both qualitative and quantitative analysis
- Research and analysis experience
- Ability to take direction, work independently, and coordinate with others
- Proficient with spreadsheets, word processing, database, and internet tools, website development, and content management systems a plus
- A passion for NEEP's vision and mission

General Hiring Information

To apply please see our posting on LinkedIn (<https://www.linkedin.com/jobs/view/3196624211/>). A resume, writing sample, and a cover letter telling us why you're a rock star will be required. **No phone calls please.**

NEEP offers a competitive salary and a generous benefits package including health, dental, life, and disability insurance, personal time, and a generous matching 401(k) with an excellent work/life balance.

NEEP is committed to an organizational culture of diversity, equity, and inclusion. 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 on a regional scale.



NEEP requires all employees to complete their COVID-19 vaccination series or have an approved exception to the requirement due to a medical condition. Successful candidates for this position must submit vaccination documentation or be approved for an exception before their first day of employment. Failure to provide proof of full documentation or receipt of an approved exception will lead to withdrawal of the job offer.