



## **Director of the DesignLights Consortium®** **October 2014**

### **POSITION OVERVIEW**

This full-time position directs NEEP's DesignLights Consortium® (DLC), a project serving the US and Canada with the mission to accelerate the market adoption of quality, high efficiency commercial lighting solutions. The Director manages a team of professional and contract staff hired to support DLC products and services, and reports to the Executive Director. As a member of the NEEP Senior Management Team, the Director helps NEEP to maintain a thriving, inclusive culture to achieve NEEP's mission and keep NEEP a leader in energy efficiency.

### **ABOUT THE DESIGNLIGHTS CONSORTIUM®**

NEEP established the DLC in 1997 as a project to speed the adoption of quality, high efficiency commercial lighting and create lasting change in the Northeast/Mid-Atlantic region. Supported by its members, the DLC has successfully helped to advance quality, high performance and energy efficient commercial sector lighting solutions through strategic engagements with energy efficiency programs, government agencies, the lighting industry and other key stakeholders. Over its 17-year history, the DLC initiative and brand have driven the lighting market towards innovation by bringing key stakeholders together and providing information, education, tools and technical expertise for cutting edge technologies.

Since 2009, the DLC has offered the Solid State Lighting [Qualified Products List](#) (QPL), a leading resource that distinguishes quality, high efficiency LED products for the commercial sector. The SSL QPL has grown in size and popularity since its inception and has now become an essential tool for over 70 utility program managers and over 800 lighting manufacturers. Today, the QPL lists over 54,000 LED products and sets the standard for efficiency program incentives in the US and Canada, while informing manufacturer LED product development. A recent multi-year plan identified additional areas for DLC development to further commercial sector lighting energy efficiency, e.g., focus on advanced lighting controls and lighting design integration. These potential initiatives will further DLC's growth and market influence.

The DLC team currently includes a staff of three FTE with additional financial, administrative and strategic marketing and communications support. The team also includes contracted services. The 2014 DLC budget is \$4.2 million and over the next five years, the expected expansion of services could double DLC staff and revenues.

### **SUMMARY OF DLC DIRECTOR JOB RESPONSIBILITIES**

Responsibilities include DLC team leadership and management, strategic planning, and oversight of the DLC team operations including the development of new products and services; project and budget planning and management; marketing, brand management and service delivery; and relationship management with sponsors, government agencies, the lighting industry and other stakeholders, and internal coordination. The Director participates as a member of the NEEP Senior Management Team to set strategic direction for NEEP, facilitate internal collaboration across NEEP's strategies and projects, and guide internal operations. This position involves travel in the US and Canada.



## **DETAIL OF DLC DIRECTOR JOB RESPONSIBILITIES**

### **Strategic Planning and Development**

- Direct strategic development of DLC products and services to achieve the DLC's long-term goals, e.g., prepare long-term plans and transition strategies, assess and recommend new opportunities and services to accelerate high efficiency commercial lighting solutions
- Track and respond to market and policy developments as well as DLC member needs to keep the DLC responsive to needs and opportunities in a rapidly changing landscape for commercial lighting and energy efficiency programs
- Direct and oversee DLC staff preparation of annual DLC plans and budgets for NEEP Board approval including strategies to achieve annual revenue goals, e.g., recommend fee schedules, seek and assist grant funding to support DLC development

### **Project & Services Management**

- Direct and oversee DLC staff development, implementation and management of annual DLC plans and budgets to meet goals, objectives and committed deliverables while achieving positive financial performance
- Direct and oversee the delivery of products and services to meet or exceed expectations
- Direct and oversee the solicitation, hiring and management of contracted services
- Ensure that the DLC staff and contractors follow NEEP's anti-trust guidelines and other legal and regulatory requirements for DLC activities
- Establish and implement quality control processes to ensure that DLC products and services are developed and delivered to meet goals and member expectations
- With the DLC staff, set, track and evaluate DLC performance relative to metrics to maintain a high level of member satisfaction and industry engagement while advancing the DLC's goals and objectives
- Oversee timely and responsive reporting to meet grant, contractual and organizational requirements

### **Marketing and Brand Management**

- Oversee the maintenance and effective implementation of the DLC brand strategy to ensure appropriate use the DLC brand to distinguish quality, high efficiency commercial lighting products and best practices
- Oversee the development and implementation of marketing and communication plans to engage stakeholder support and understanding for DLC's mission, goals, products and services
- Direct project documentation and materials dissemination to maintain member, funder and NEEP Board support for the DLC



### **Relationship Management and External Coordination**

- Direct and oversee DLC stakeholder engagement processes (e.g., member and stakeholder advisory groups, meetings, webinars, etc.) to cultivate and maintain productive and valued relationships to advance DLC goals and objectives
- Direct and oversee DLC staff to engage member and participant feedback to guide planning and service delivery
- Track and provide visibility for relevant DLC member and project participant successes and achievements

### **DLC Team Leadership**

- Supervise DLC staff, i.e., identify staff needs, assist hiring, training and compensation, support staff performance, conduct regular performance reviews
- Manage staff training and professional development to expand capabilities to serve current and future needs
- Collaborate internally with other NEEP staff and internal services to research, develop, build support for and implement DLC plans in strategic alliance with other NEEP efforts
- Actively participate in NEEP's Senior Management Team to provide overall direction to NEEP's organizational development, management and performance, and to facilitate internal collaboration
- Support NEEP's work to maintain a thriving, inclusive culture and to achieve its diversity goals

### **QUALIFICATIONS**

- Significant experience with ratepayer-funded energy efficiency program planning delivery and evaluation
- Established relations with the energy efficiency community e.g., utilities, regional and national energy efficiency organizations, state and federal agency programs
- Deep knowledge and expertise in commercial lighting technologies and markets with well-developed relationships with the lighting industry and professionals
- Relevant masters' degree or equivalent certification and/or experience and up-to-date credentials in lighting technology and best practices
- Management experience with a proven record of effective leadership/collaboration, team building, supervision of personnel, contractor management and project performance and a proven track record in project and budget planning and management, evaluation, proposal writing and reporting
- Demonstrated skills in client management and customer satisfaction including the ability to manage effectively across differences
- Excellent verbal and written communications skills including proficient use of word processing, spreadsheet, project management, customer relationship management, and presentation software



## APPLICATION PROCESS

To apply, please email a resume and a cover letter stating where you saw this posting and outline your interest in NEEP's mission and this position in particular, to Bob McTighe at: [bmctighe@neep.org](mailto: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.