



TECHNICAL SPECIALIST - CLEAN HEATING AND COOLING

March 2020

Job Overview

Are you enthusiastic about reducing energy use and greenhouse gas emissions in homes and buildings? Great, us too! We're looking for a Technical Specialist to assist NEEP in its work to drive the adoption of clean heating and cooling technologies in the region to decarbonize building energy use. Consider this position if you're someone with strong technical, analytical, project management, and communication skills with 5+ years of work experience in the HVAC, engineering, energy, utility, or consulting fields.

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 effective programs and policies. Saving energy creates a stronger economy, a cleaner environment, and a more reliable and affordable energy system. For a better understanding of our important mission and results, visit: www.neep.org.

The Technology Specialist is a key member of NEEP's advanced efficiency solutions team who works collaboratively with industry, utilities, states, and federal agencies to accelerate the regional market adoption of high energy efficiency technologies and practices with a focus on clean heating and cooling technologies. In this position, you will manage and provide technical expertise to NEEP's regional projects to accelerate the market adoption of clean heating and cooling technologies, in particular, advanced heat pumps. This may include analyzing technical material or topics, developing tools such as heat pump installer best practice guides, developing resources such as technical specifications, and managing projects including field-based research that delves deeply into technical issues. The Technical Specialist reports to the Director of Technology and Market Solutions.

Responsibilities

Strategy Planning, Research and Development

- **Research and Analysis:** Conduct market and technology research and analysis to support NEEP strategy and product development; track relevant programs, technologies, policies, and market developments
- **Strategy Development:** Facilitate the development of regional strategies to achieve major energy and Green House Gas (GHG) savings from the accelerated market adoption of clean heating and cooling products and services in the residential and/or commercial sector
- **Tools and Resources Development:** Lead the development of technical tools and resources that fill market needs and encourage the adoption of high performance technologies
- **Planning:** Prepare annual program plans and budgets for specific project areas, and inform proposal development to guide and secure funds for NEEP's activities

Facilitation, Coordination and Management

- **Project Management:** Ensure timely project delivery and high quality product development through effective project and budget management practices
- **Relationship Management:** Build, maintain and engage productive working relationships with leading trade allies, government, efficiency program administrators, and other key stakeholders
- **Market Activities:** Facilitate cooperative promotional activities between market actors, efficiency program administrators, and state and local government



- **Market Transformation Strategies/Partnership Groups:** Facilitate and manage NEEP Working Groups and Technical Advisory Committees; plan and execute meetings; develop reports, presentations, and relevant follow-up
- **Strategic External Coordination:** Coordinate NEEP’s project activities with related national and regional efforts including participation in selected conferences, workshops, and advisory groups
- **Internal Coordination:** Coordinate project activities and materials with other NEEP projects to advance organizational goals; actively participate in and contribute to NEEP staff meetings and activities

Communications

- **Presentations & Publications:** Facilitate and assist preparation of presentations and reports, and speak publicly to increase the visibility and understanding of strategies, activities, and results
- **Workshops and Webinars:** Plan and hold in-person and web-based events to support strategy development and implementation across the region
- **Reporting:** Prepare quarterly and annual progress reports and provide information as needed for internal and external communications
- **Media:** Manage NEEP web-based resource center updates; prepare regular blog and newsletter contributions; and assist preparation of news releases

Qualifications

- Bachelor’s degree in energy systems, engineering, science, or other related field
- Work experience with heat pumps, HVAC systems, energy systems, utility programs, energy consulting, and/or efficiency technologies
- At least two years of experience in project management
- Excellent verbal and written communication skills
- Proven collaborator and effective team member
- Strong organizational skills with the ability to work on and track multiple projects at one time

Application Process

To apply please see our posting on Indeed (www.indeed.com). 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 401K with an excellent work/life balance.

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 on a regional scale.