



<b>POSITION TITLE:</b> Project Manager, Evaluation/Market Research	<b>REPORTS TO:</b> Senior Manager, Evaluation/Market Research
<b>CLASSIFICATION:</b> Exempt	<b>REVISED:</b> April 2008

The efficient use of energy resources is one of the most critical issues facing us today, particularly in the face of climate change. The Northwest Energy Efficiency Alliance (NEEA) is a non-profit organization working to encourage the development and adoption of energy-efficient products and services. We are supported by electric utilities, public benefits administrators, state governments, public interest groups and energy-efficiency industry representatives. This unique partnership has helped make the Northwest a national leader in energy efficiency. We develop market transformation initiatives that help consumers, businesses, and communities reap the environmental and cost benefits of using energy more wisely.

Over the past decade NEEA and its partners have saved 160 average MegaWatts through NEEA and related utility and state efforts. That's enough electricity to power more than 100,000 homes for a year. But there's more work to do. Come join this team of smart, passionate, and experienced professionals in realizing our mission of changing the way the Northwest thinks about and uses energy. If you are looking for a challenging career in an industry with booming potential, you may have found the right place.

### **POSITION SUMMARY**

The project manager will have lead responsibility for delivering objective, actionable market research and evaluations of NEEA's commercial sector projects. The project manager will collaborate with the implementation team to plan appropriate evaluation and market research efforts, and will ensure that work products are delivered within budget and in a timely manner that supports organizational decision-making. The project manager is an integral part of an interdisciplinary team dedicated to bringing affordable energy efficient products and services to market in a sustainable manner.

### **ESSENTIAL FUNCTIONS**

- Work with program planning and implementation team to develop metrics by which program success will be measured.
- Coordinate with project implementation staff to define evaluation priorities, approaches, budgets, and timing.
- Develop evaluation/market research plans that will provide data/analysis to support planning, implementation, and funding decisions.

- Develop requests for proposals, select, and manage the work of evaluation/market research contractors.
- Coordinate projects with relevant staff from stakeholder organizations as appropriate.
- Communicate evaluation and market research findings in a timely manner that supports decision-making and helps to guide project evolution to ensure achievement of project goals. Typical activities include: Ongoing informal communication with planning and implementation managers; interim memos of findings; formal presentations.
- Deliver formal market progress evaluation reports annually for each active project.
- Keep abreast of evaluations and learning from related projects implemented by other energy efficiency organizations
- Coordinate with planning staff to ensure that key planning assumptions are updated per new evaluation findings.
- Develop/maintain up-to-date market characterizations of the commercial new construction and building operations markets, as well as of targeted vertical markets
- Fulfill ad hoc requests for market research and evaluation data/analysis, as needed to support planning, implementation, and communications
- With the evaluation and market research senior manager, help prepare evaluation/market research budgets

### **SUPERVISORY RESPONSIBILITY**

No supervisory responsibility of NEEA staff. The project manager is responsible, however, for supervising the work of contractors.

### **INTERPERSONAL CONTACTS**

Works closely with other functional areas of the organization, including planning and implementation staff, the Board of Directors, and key external stakeholders (including electric utilities, state and federal agencies, the Bonneville Power Administration, trade allies, and trade associations).

### **POSITION REQUIREMENTS**

- Master's degree in related subject, with a minimum of 5 years experience conducting evaluation and/or market research projects.
- Experience with methodological design of evaluations/market research studies.
- Experience developing instruments for quantitative and qualitative data collection.
- Top-notch analytical skills; experience with data analysis tools.
- Sound knowledge of applied statistics and sample design.
- Excellent communications skills including presentation, writing, and interpersonal skills.
- Strong project management skills, including work plan development and monitoring, and the ability to adapt plans during the course of a project.

- Direct experience developing RFPs and managing contracts.
- Ability to work constructively with diverse people who may have divergent perspectives and interests.
- Proactive, well organized self-starter with the ability to multi-task.
- Knowledge of utilities, energy efficiency issues, and/or commercial buildings are plusses.

## **COMPENSATION**

Starting salary is industry competitive and based on education and experience. NEEA staff enjoy full benefits including health insurance, vacation and employer paid 403 (b).

## **TO APPLY FOR THIS POSITION**

Submit an application by email in pdf format to: [HRProjMgrEval200804@nwalliance.org](mailto:HRProjMgrEval200804@nwalliance.org)

A complete application will include the following:

1. Cover letter
2. Resume
3. A brief essay, no longer than one page, describing what you consider to be the key elements of a successful market research project.

**ONLY APPLICATIONS WITH ALL THREE SUBMITTAL REQUIREMENTS LISTED ABOVE WILL BE CONSIDERED.**