



## HIGH PERFORMANCE BUILDINGS ASSOCIATE

### Job Overview

Are you interested in helping to create a more sustainable future by reducing energy use and carbon emissions? Or do you love to solve problems by fostering collaboration among stakeholders? Are you also interested in participating with communities to create standards and policies to promote these goals? If so, consider applying to Northeast Energy Efficiency Partnerships ("NEEP") for this rewarding position.

NEEP is seeking a full-time High Performance Buildings Associate who will be 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. This person will primarily be responsible for providing analysis of building energy codes, high performance building energy standards and building energy rating programs to inform NEEP's projects for the advancement of strategies that result in long-term energy savings. This position is especially relevant as communities determine their responses to climate change and resiliency.

Reporting to the Director of Buildings & Community Solutions, the High Performance Buildings Associate will play an important role in helping NEEP achieve one of its long-term visions of zero energy buildings and homes throughout the region.

### Key Responsibilities

**Support NEEP's Building & Communities Team to deliver project goals, including the following:**

- Conduct analysis of building energy codes, high performance building energy standards, and building energy rating programs
- Provide direct technical guidance to state energy offices, utilities, efficiency program administrators, and other key partners
- Contribute to and help lead stakeholder discussion forums organized by NEEP to facilitate information exchange and knowledge transfer between states and programs
- Serve on and support external working groups or committees focused on building energy codes or high performance building energy standards
- Lead or assist with development and dissemination of tools, resources, and reports to support enhanced building energy efficiency
- Interface with national building-related programs to promote successful local deployment of these programs in our region
- Help maintain an inventory of building energy policy developments in NEEP's 12 state region, as well as other web content

**Support NEEP organizational objectives in the following ways:**

- Contribute to NEEP's newsletters and other outbound communications
- Prepare timely progress reports for funders
- Assist with grants and other materials to solicit and secure resources to support project activities, as well as with preparation of annual business plans
- Participate as an active member of the NEEP staff team, including attendance at and contributions to staff meetings, teleconferences, planning, reporting, organizational development and staff projects



## Qualifications

While candidates of various backgrounds and levels of experience will be considered, we seek:

- B.A. or B.S. required in energy or environmental studies, related science degree, engineering, architecture or building science
- Demonstrated experience in or a skill for understanding stakeholder needs, asking the right questions, synthesizing complex information and devising actionable recommendations
- Understanding of building science concepts and building systems and familiarity with terminology used to describe energy use and conservation in buildings
- Strong interpersonal skills and ability to work with stakeholders and within a team
- Demonstrated ability to translate technical concepts into clear and concise narratives
- Strong analytical and problem-solving skills
- Excellent written and oral communication skills
- Self-directed and demonstrated ability to manage multiple projects simultaneously
- Passion for and commitment to energy efficiency and the environment
- Experience working with building codes, building energy rating programs a plus

## About NEEP

NEEP was founded over 20 years ago as a non-profit to accelerate energy efficiency in the Northeast and Mid-Atlantic states. Today, it is one of six Regional Energy Efficiency Organizations (REEOs) partially funded by the U.S. Department of Energy to support state efficiency policies and programs. NEEP's mission is to accelerate energy efficiency as an essential part of demand-side solutions that enable a sustainable regional energy system. Our long-term shared goal is to assist the region to reduce carbon emissions 80% by 2050. For more about our 2017 strategies and projects, see this [2-page overview](#) or these [project briefs](#). You can also watch this brief [video](#) regarding our history.

## Application Process

To apply please see our posting on Indeed ([www.indeed.com](http://www.indeed.com)). A resume, along with a thoughtful cover letter outlining your interest in NEEP's mission 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 a 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.