



POSITION ANNOUNCEMENT

Director of Market Transformation Strategies

Northeast Energy Efficiency Partnerships ("NEEP") is seeking a Director of Market Transformation Strategies to direct NEEP's regional projects to accelerate the adoption of high efficiency products, services and practices in residential and commercial markets in the Northeast and Mid-Atlantic regions. A member of NEEP's Senior Management Team, this full-time position manages NEEP's Market Strategies Team, reports to the Executive Director and interfaces with NEEP's Program and Strategic Planning Board Committee.

Email or mail cover letter and resume to:

Bob McTighe, Director of Financial & Administrative Services

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Northeast Energy Efficiency Partnerships, Inc.

91 Hartwell Avenue

Lexington, Massachusetts 02421

No phone calls please.

All inquiries will be treated strictly confidentially.

About NEEP

NEEP was founded in 1996 as a 501(c)(3) not-for-profit to serve the Northeast and Mid-Atlantic region to accelerate energy efficiency in the building sector through public policy, program strategies, and education. Over the past 15 years, NEEP has successfully positioned the Northeast as a leader in energy efficiency, heading regional and national efforts to create lasting change in the market for energy efficient products, services, and best practices. We achieve our mission through partnerships with a wide range of stakeholders in the field of energy efficiency. With an annual budget of \$6 million and an experienced [staff](#) of twenty-two professionals (Directors, Managers and Associates), our work is supported by states, utilities, federal agencies, and private foundations. Our [Board of Directors](#) includes committed leaders for energy efficiency across the region which approves an [annual business plan](#) to set priorities for NEEP's work and projects to accelerate energy efficiency.

NEEP is committed to an organizational culture of inclusion, diversity and equity. With that, 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.



Director of Market Transformation Strategies

Position Overview

This full-time planning and strategy position directs NEEP's regional projects to accelerate the adoption of high efficiency products, services and practices in residential and commercial markets in the Northeast and Mid-Atlantic regions.

Responsibilities include oversight of research, project planning, team management, evaluation and reporting, budget planning and management, and relationship management with sponsors, funders and other stakeholders involved in energy efficiency markets in the Northeast. The Director of Market Transformation Strategies supervises and supports NEEP's Market Strategies team, participates in NEEP's Senior Management Team to set strategic direction and facilitate internal collaboration, and reports to the Executive Director. As a member of the Senior Management Team, the Director helps NEEP to maintain a thriving, inclusive culture and to achieve our diversity goals. This position involves travel, as needed, to effectively serve the region and coordinate with related national efforts.

NEEP's market strategies support the collaboration of energy efficiency program administrators as sponsors and other key stakeholders in the Northeast and Mid-Atlantic states to achieve long-term cost-effective energy savings by broadening the market availability and consumer demand for high quality, attractive, energy efficient products and services. As the leading facilitator of successful, coordinated regional market transformation efforts in the Northeast, NEEP serves the energy efficiency community in the broader Northeast by:

1. Developing and disseminating regional strategies to accelerate the market adoption of high efficiency products
2. Bringing program administrators and other stakeholders together to inform regional strategies, share best practices and leverage resources towards common goals
3. Engaging contractors to undertake jointly-funded projects to address common needs
4. Conducting market research and analysis to support strategies and initiatives
5. Tracking relevant programs, technologies, policies and market developments
6. Raising the public profile of leadership to advance efficiency strategies and policies
7. Making relevant information readily accessible to support strategy implementation
8. Partnering with relevant federal, national and regional efforts
9. Providing technical expertise to address technical issues, e.g., product specifications, testing, and quality assurance programs; cost-effectiveness and evaluation protocols
10. Conducting state policy outreach to support programs and policies that accelerate the market introduction and adoption of high efficiency products

Current regional strategies address high efficiency residential lighting, high efficiency commercial lighting including the DesignLights Consortium Qualified Products List, high efficiency consumer electronics and emerging technologies, and as a new project, comprehensive multifamily retrofits.



Responsibilities:

Strategic Planning and Development

- Supervise the strategic development of NEEP's regional projects and related services, e.g., prepare long-term plans and transition strategies, assess and recommend new opportunities to achieve energy savings through coordinated regional efforts
- Facilitate input and guidance from the NEEP Board Program and Strategic Planning Committee to inform project planning and strategy development
- Prepare annual project plans and budgets, and assist NEEP's grant writing and funding solicitations for NEEP's market strategies

Management and Product Delivery

- Develop, direct and support project staff and teams to provide excellent services and results consistent with NEEP's annual business plan, grant proposals, and contracts
- Oversee project documentation and materials dissemination to maintain sponsor and regulator understanding and support for regional market strategies and the work of project sponsors and participants
- Ensure that anti-trust guidelines are followed for NEEP market strategies projects
- Oversee coordination of NEEP market strategies activities with related efforts regionally, nationally and internally at NEEP
- Manage NEEP resources and budgets to achieve positive financial performance
- Oversee regular reporting to meet grant, contractual and organizational requirements

Marketing and Customer Relations

- Cultivate and maintain productive and valued relationships with NEEP sponsors, project funders, trade allies and other relevant stakeholders
- Facilitate sponsor and participant feedback to guide planning and service delivery
- Collaborate with NEEP Public Policy and Marketing and Strategic Communications staff to develop content for relevant outreach materials, e.g., newsletters, blogs, fact sheets, input to NEEP comments in public forums, etc.

Internal Management and Team Leadership

- Supervise project staff and advisors, 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
- 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



Skills and Qualifications:

- Minimum of five to seven years of experience in energy efficiency program planning, delivery and/or evaluation to meet public policy goals
- 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, proposal writing and reporting
- Demonstrated understanding of ratepayer funded energy efficiency program operations and context with knowledge of energy efficiency community structure and participants, e.g. other regional energy efficiency organizations, state and federal agency programs, national efficiency organizations
- Demonstrated experience in successfully managing complex projects involving multiple participants to achieve results
- Expertise in energy efficiency products, programs, and market analysis and structures
- 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, presentation software, along with a knowledge of current and emerging social media