



## **JOB ANNOUNCEMENT**

**Position Title: Research Associate**

**Location: Arlington, VA\***

David Gardiner and Associates (DGA) offers a full-time permanent position to assist with project research and implementation. This position is open to a candidate with strong interest, education, and experience in climate, sustainability, and renewable energy policy.

### ***Position Overview:***

As a Research Associate, the employee is responsible for research, analysis, writing, project organization, and other duties that will support the firm's mission. The Research Associate works side-by-side with DGA executive and other senior staff, and directly with clients in the corporate, non-profit, and financial services sectors. They will typically be working on projects involving such issues as climate change, renewable energy, and high-voltage transmission infrastructure. The Associate will work on projects for a diverse range of clients, including Fortune 500 corporations, foundations, clean energy associations, and top environmental non-profit organizations.

This position reports directly to the Vice President of Renewable Energy.

### ***Research Associate Responsibilities include:***

- Participate as an integral team member on DGA projects.
- Support coalition building efforts and the development of strategic messaging.
- Manage and update multiple websites using WordPress.
- Maintain, grow, and leverage value from multiple social media accounts.
- Develop mailing lists and send out newsletters using Mailchimp.
- Perform research and write reports as assigned to support client projects.
- Summarize research notes, white papers, webinars, and conference calls for staff.
- Draft memos, PowerPoint presentations, communications documents, press releases, newsletters related to client projects.
- Provide administrative support to project managers on project management, budget and project oversight, and other day-to-day office management.
- Attend relevant outside meetings and conferences and take notes for staff.
- Track relevant news items, legislative priorities on Capitol Hill and in states; provide updates for staff.
- Manage listservs, Google Drives, and contact lists related to projects.
- Assist staff with design, style, and formatting of client products.
- Support special events with planning and coordination of webinars and other events including conferences, webinars, social activities, etc.
- Assist with seasonal intern applicant review and help foster a productive and inclusive working and learning experience for interns.



### **Position Requirements:**

- At least 1-2 years' experience working on climate and clean energy advocacy, research, and/or communications.
- Bachelor's degree with strong focus on climate and clean energy policy and sustainability.
- Experience with WordPress or similar platforms, use of social media for advocacy and marketing, and marketing automation through Mailchimp or similar applications (experience with InDesign is a plus but not required).
- Diligent worker with excellent research, writing and communication skills.
- Strong organizational abilities.
- Highly motivated, works well independently, and asks questions.
- Values high-quality work, attention to detail, and importance of meeting deadlines.
- Enthusiasm for finding workable solutions.
- Strong skills with Microsoft Office, OS-X, Google Drive, MailChimp, WordPress.
- Familiarity with US political process.
- Flexibility, positive attitude, and ability to work well with others.

### **Additional details**

The Research Associate will be compensated at an annual rate commensurate with their experience and in line with similar positions in the Washington, DC area. Other benefits include health insurance, retirement, and transportation benefits, paid vacation, sick days, and paid holidays.

DGA's hiring decisions are based on qualification, merit, and business need. We are fully committed to building a team that represents a variety of backgrounds, perspectives, and skills. As an equal opportunity employer, DGA values workplace diversity and inclusion. The more inclusive we are, the better our work will be.

\*Location: Based in Arlington, VA office and requires only minimal travel.

As of September 2021, DGA is continuing full-time remote work and monitoring CDC and government Covid-related guidelines for VA business return-to-work recommendations. DGA culture values the office environment to build teamwork while recognizing the benefits of a flexible work schedule to allow for healthy work/life balance.

When conditions are safe for returning to the office, DGA staff will return to the office for a minimum of 2 days per week, with the option to work remotely the rest of the week.

### **How to apply:**

Please send **resume**, **cover letter**, and **two writing samples** to [jobs@dgardiner.com](mailto:jobs@dgardiner.com) *no later than October 1, 2021*. NOTE: One original writing sample should be climate/clean energy-related in any format that demonstrates professional writing style and writing skills; additional original writing sample may be on any topic or format of applicant's choice.



### ***About DGA***

David Gardiner and Associates (DGA) is a Washington, D.C. area-based strategic advisory firm focused on climate change, renewable energy, energy efficiency, electric vehicles, and an expanded and modernized electric grid. We work with businesses, associations, institutions, and others to accelerate climate and clean energy solutions and policy. Our approach is built on a foundation of in-depth analysis and sharp strategic planning, based on our team's decades of experience. To do this, we frequently build partnerships with business, governments, and non-profit organizations, as it is the most effective way to make change.

### ***Examples of DGA work***

DGA supports the work of [Americans for a Clean Energy Grid](#), a non-profit advocacy coalition focused on the need to expand, integrate, and modernize the North American high-voltage grid in order to achieve a clean energy economy.

DGA helped launch the [Renewable Thermal Collaborative](#) (RTC), the leading coalition for organizations that are committed to scaling up renewable heating and cooling at their facilities and dramatically cutting carbon emissions. Its founding members include Mars, Procter & Gamble, Cargill, GM, Kimberly-Clark, and the City of Philadelphia.

DGA also collaborates on a project focused on [Accelerating the Adoption of Electric Trucks and EV Charging Infrastructure](#) to explore the landscape and outlook for electric trucks for freight movement, which could have a substantial benefit for carbon emission reductions.

Other current and recent clients include Energy Foundation, the Combined Heat and Power Alliance, the Center for Climate and Energy Solutions (C2ES), Environmental Defense Fund, the Retail Industry Leaders Association, and the Solar Energy Industries Association.