



## Research Analyst

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

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

As a Research Analyst, the employee is responsible for research, analysis, writing, project organization, and other duties that will support the firm's mission. The Research Analyst works side-by-side with DGA executive and other senior staff, and directly with clients in the corporate, non-profit, and financial services sectors.

Approximately 80% of this employee's work will be supporting the [Renewable Thermal Collaborative](#) (RTC) – the global coalition for companies, institutions, and governments committed to scaling up renewable heating and cooling at their facilities, dramatically cutting carbon emissions. The RTC was founded in 2017 and is facilitated by the Center for Climate and Energy Solutions, David Gardiner and Associates, and World Wildlife Fund. The Research Analyst will provide direct support to RTC staff and support organizational operations, such as member relationship support, technical and policy research and writing, event support, communications and social media management, and general organizational support including drafting newsletter and agendas for monthly calls.

The Research Analyst will provide support to other DGA projects as an integral project team manager through involving such issues as climate change, electric vehicles, renewable energy and/or energy efficiency, and industrial efficiency. The Analyst will work on projects for a diverse range of clients, including Fortune 500 corporations, institutional investors, foundations, and top environmental non-profit organizations.

This position reports directly to the Senior Vice President.

### ***Research Analyst Responsibilities include:***

- Participate as an integral team member on DGA projects as assigned
- 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 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 working and learning experience for interns

***Position Requirements:***

- Bachelor's degree, with strong academic and work or volunteer experience in climate and energy policy and sustainability, and a strong interest in the clean energy and environmental field. Knowledge in renewable thermal heating and cooling is a plus.
- 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:***

Compensation for the Research Analyst is \$47,500. 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.

DGA is currently operating under a hybrid work schedule on a two days/week basis (currently Mondays and Thursdays). Staff are welcome to work in-office more if wanted according to DGA health and safety guidelines.

***How to apply:***

Please send **resume**, **cover letter**, and **two writing samples** to [jobs@dgardiner.com](mailto:jobs@dgardiner.com).

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.

May 2022