



## **Position Title: Director of Clean Energy Projects**

### **About David Gardiner and Associates (DGA)**

David Gardiner and Associates (DGA) is a Washington, D.C. area-based strategic advisory firm focused on climate change, clean energy, and sustainability. We promote a wide range of clean energy solutions, including renewable electricity, transmission, electric cars and trucks, renewable thermal energy, clean fuels, and more. Our clients are an exciting mix of non-profit organizations, corporations, trade associations, and governments. We help our clients with strategic planning, research and analysis, and improved communications through our partnership building and advocacy. Additionally, DGA helped create and is currently managing three cutting edge clean energy advocacy organizations – [Americans for a Clean Energy Grid](#), the [Combined Heat and Power Alliance](#), and the [Renewable Thermal Collaborative](#).

Our team integrates decades of practical experience across business sectors with diverse subject expertise and produces highly tailored and high-quality products to meet the specific needs of each client. If you want to be a part of a rapidly growing organization, which is driving climate change and clean energy solutions with a diverse mix of clients and partners and co-workers, you should come work at DGA!

### **Director of Clean Energy Projects Position**

David Gardiner and Associates is looking for a talented Director of Clean Energy Projects to join their small, close-knit, and nimble team. The Director of Clean Energy Projects will be responsible for managing and executing a wide range of clean energy projects by supervising junior staff, conducting research and analysis, managing project budgets, drafting reports, client and social communications, and performing other duties that support the firm's mission. The Director of Clean Energy Projects works side-by-side with executive level staff and directly with clients in the corporate and non-profit sectors. This position reports directly to the Vice President for Clean Energy.

The Director of Clean Energy Projects work will typically involve a broad range of clean energy issues, including renewable electricity, electric vehicles, transmission, utility policy, clean hydrogen, and climate change mitigation and adaptation efforts. The Director will work on projects for a diverse range of clients, including Fortune 500 corporations, trade associations, and leading non-profit organizations.

#### *Core duties:*

- **Project and Team Management** – Develop project proposals and budgets for potential clients. Manage the day-to-day status and progress of projects, including contract and time



budgets. Manage or assist with supporting program operations for DGA's member-based clients which include the Combined Heat and Power Alliance (CHPA), the Retail Industry Leadership Association (RILA), and Americans for a Clean Energy Grid. Mentor or supervise junior team members and DGA interns.

- Research – Develop research methodologies and gather data and information through interviews, internet searches, hard copy documents, and other primary and secondary resources.
- Analysis – Provide quantitative and qualitative analysis of research. Track regulatory and policy developments in select states and disseminate this information to DGA's networks, including members of its projects.
- Writing – Author reports, presentations, proposals, fact sheets, policy memos, testimony, public comments, blog posts, and other materials to be presented to clients, shared with select groups, and/or printed for public consumption.

DGA is currently operating under a hybrid work schedule consisting of two days in the office and three remote. We will update our in-office/remote work policies based on continuing public health conditions.

#### **Required Qualifications:**

- Passionate about improving our climate, sustainability, and increasing the use of renewable energy.
- 5-8 years of relevant professional work experience, with demonstrated working knowledge of and practical experience with climate change issues, specifically in the areas of energy efficiency, clean energy, industrial efficiency, sustainability, and corporate responsibility.
- Experience conducting analysis and writing research reports and other written materials, managing complex projects, and working within or managing multi-stakeholder projects is required.
- A graduate degree in policy, business, law, or field related to climate change, clean energy, or sustainability, or comparable work experience.

#### **Additional Skills/Abilities:**

- Strong technical understanding of clean energy issues, such as energy efficiency, renewable electricity, renewable thermal energy, electric vehicles, and corporate clean energy procurement and sustainability objectives.
- Knowledge of and connections with groups/companies/organizations that can advance clean energy solutions.



- Experience developing and managing client relationships.
- Strong ability to work in a team or independently and to be proactive.
- Excellent research, analytic, and writing skills.
- Ability to work within tight deadlines and on multiple projects simultaneously.
- Strong decision-making ability and attention to detail.
- Excellent oral and written communication skills, including the ability to synthesize and summarize complex information and present in a simple format to corporate leaders, policy makers, and other audiences.
- Commitment to excellent customer service and high-quality deliverables.
- Organized and detail oriented, with strong experience managing complex project workflows and timelines and consistently meeting deadlines.
- A self-starter, organized, with strong interpersonal skills.

**Compensation** is \$90,000 - \$110,000, depending on experience. Employee benefits include healthcare plan, Flexible Spending Account, 401(k), monthly home office and commuting allowance, paid vacation time, 11 paid holidays, and December 26 and December 31 off as the office is closed during this time.

### **Selection Process**

The DGA selection decisions are based on applicant's qualification, merit, and DGA current projects. DGA is committed to building a team that represents a variety of backgrounds, perspectives, and skills. As an equal opportunity employer committed to taking action for racial and social justice, DGA values workplace diversity and inclusion. The more inclusive we are, the better and more successful our work will be.

**To apply:** Please send a resume, cover letter, and a writing sample that is either unedited or only lightly edited to [jobs@dgardiner.com](mailto:jobs@dgardiner.com) subject line: DGA – Project and Research Director.