



## **Position Title: Associate**

### **About David Gardiner and Associates**

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.

DGA helped create and manage 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 organization driving climate change and clean energy solutions with a diverse mix of clients, partners, and co-workers, you should come work at DGA!

### **Position Overview**

DGA is seeking a full-time Associate to provide research, analysis, writing, database management, and communications support to the Renewable Thermal Collaborative. This position is ideal for a focused candidate with strong interest, education, or experience in industrial decarbonization, climate policy, and coalition building.

This position reports directly to DGA's Vice President, Renewable Thermal.

### ***About the Renewable Thermal Collaborative***

The Renewable Thermal Collaborative (RTC) is the only global, buyer-led coalition focused on decarbonizing thermal energy with renewable solutions. The RTC is a nonprofit organization and was founded in 2017 as an initiative facilitated by the Center for Climate and Energy Solutions, David Gardiner and Associates, and the World Wildlife Fund.

The RTC includes more than 120 companies, institutions, and governments committed to scaling renewable heating and cooling solutions across commercial and industrial manufacturing facilities. RTC [Members](#) represent more than \$6 trillion in market capitalization and span a wide range of industrial sectors, including food and beverage, pharmaceutical, consumer packaged goods, paper, healthcare, higher education, building materials, and automotive manufacturing. RTC [Solutions Providers](#) include renewable thermal technology



developers, project financiers, consultants, and utilities with expertise in biomethane, electrification, geothermal, solar thermal, and more.

The RTC focuses its work across the intersecting issues of technology, market development, and policy. RTC Members and Solutions Providers learn from peers, build relationships, and advance solutions through regular working group calls, in-person convenings, case studies, and other RTC resources, which ultimately aim to create a future for industry without thermal emissions.

### ***Responsibilities***

The Associate will be an integral member of the team working to expand the RTC's community of Members and Solutions Providers and deliver resources, training, and events to accelerate renewable thermal projects. While the responsibilities of the Associate will fluctuate depending on the needs of the assigned projects, specific activities may include:

- Research and write case studies, blogs, and reports.
- Conduct desk research, interviews, and surveys to collect and analyze data on renewable thermal technologies, projects, emissions, and geographic locations.
- Develop and maintain spreadsheet tools, databases, and maps.
- Maintain mailing lists, develop content, and send newsletters via Mailchimp.
- Track event participation and other forms of engagement in Salesforce/Excel to support member recruitment and retention.
- Manage the RTC website by creating surveys, updating events, publishing resources/blogs, etc. in WordPress.
- Support planning and coordination of virtual (Zoom) and in-person events by developing registration forms, drafting promotional mailings, creating graphics in Canva, and providing technical support.
- Draft LinkedIn content and assist in coordination with the RTC's PR firm.
- Write and distribute notes from RTC working group calls, internal meetings, and events.
- Support stakeholder management and development of new projects.

### ***Position Requirements***

- Strong organizational abilities, including an ability to prioritize diverse priorities effectively.
- Highly motivated, works well independently and with others, and proactively asks questions.
- Values high-quality work, attention to detail, and importance of meeting deadlines.
- Enthusiasm for finding workable solutions.
- Excellent research, analysis, writing, and communication skills.



- Experience with Excel, AirTable, or other database and project management systems.
- Experience with WordPress, Canva, Salesforce, and other similar platforms, use of social media for advocacy and marketing, and marketing automation through Mailchimp or similar applications.
- Strong skills with Microsoft Office, Mac operating systems, Google Drive, and Zoom.
- Experience with advocacy campaigns and/or building consensus preferred.
- At least 1-2 years of experience working on climate and clean energy advocacy, research, and/or communications.
- Bachelor's degree, or equivalent work experience, with strong focus on climate, clean energy, and industry.

***Location:***

This is a full-time hybrid position with part of the week at DGA's office in the Clarendon area of Arlington, Virginia, and part of the week remote.

***Salary and Benefits:***

The starting salary for this position is \$50,000. Employee benefits include healthcare plan, Flexible Spending Account, 401(k), monthly home office and commuting allowance, paid vacation time, 10 paid holidays, and the office closes between December 26 and December 31.

***Application Instructions:***

To apply, please submit your resume, cover letter, and a short, 2-page, writing sample to [jobs@dgardiner.com](mailto:jobs@dgardiner.com) with the subject "DGA Associate".

**DGA Equal Employment Opportunity Policy**

DGA is an equal opportunity employer. We extend equal opportunity to all individuals without regard to race, religion, creed, color, national origin, ancestry, disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military status, veteran status, or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms DGA's commitment to the principles of fair employment and the elimination of all discriminatory practices.