

CONSULTANT



Reports to: _____ Department: _____
Classification: _____
Date: _____ Approved: _____

JOB SUMMARY: (What is done and why.)

Directly manages day-to-day work on small and medium (up to \$100k/yr) projects or project components. Manages and works on several projects at a time. Conducts a significant amount of project-specific analysis and writing. Assists with new project proposals and marketing efforts. Occasionally represents VEIC and the PE-Pod at national and international forums

ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Manages projects promoting cutting-edge energy projects on behalf of clients throughout the country and internationally. This may include:
 - Designing, reviewing/critiquing and/or directly administering “in-field” implementation of energy efficiency and renewable energy programs;
 - Performing economic analysis of energy efficiency and renewable energy measures and programs;
 - Conducting or reviewing/critiquing energy efficiency and renewable energy program evaluations;
 - Managing/facilitating meetings of external groups, discussions and forums;
 - Manages communications with clients regarding ideas, concerns, strategies, etc.
2. Assists PE-Pod marketing efforts, including proposal preparation and representation of VEIC and the PE-Pod at national and international forums.

KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. Bachelors degree or a similar combination of education and experience from which comparable knowledge and skills were acquired plus three or more years of relevant professional experience, including project management and working within the efficiency or renewable energy field.
2. Extensive knowledge of the latest energy-efficiency and/or renewable energy technologies, practices and programs – particularly knowledge of leading market transformation, green building and/or low-income program designs.
3. Ability to develop (and acquire funding for) new consulting projects.
4. Excellent written and oral communication.
5. Excellent analytical skills.

6. Excellent interpersonal skills, including effectiveness in persuasive communications.
7. Ability to facilitate group discussions and meetings.
8. Facility with techniques of economic analysis.
9. Ability to handle competing priorities.
10. Proven ability to be organized, detail oriented and accurate.
11. Proficiency with word processing and spreadsheet software.
12. Strong personal commitment to the mission, vision, goals and values of VEIC.

WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal- Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External- Moderate travel is required.

PHYSICAL DEMANDS: (The physical effort generally associated with this position.)

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer screen. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work may include occasional pushing, pulling, or carrying objects weighing of approximately 40 pounds such as files, documents, and computer printouts. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.

SUPERVISORY RESPONSIBILITY:

General supervision is received from Operations Manager. Project supervision may be received from other staff and/or partners. Direct mentoring support and quality assurance support received from P&E Pod Principals (Senior Consultants) and/or Pod Director.