

## SENIOR ANALYST



## VERMONT ENERGY INVESTMENT CORPORATION

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Reports to: \_\_\_\_\_ Department: \_\_\_\_\_  
Classification: \_\_\_\_\_ Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

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### **JOB SUMMARY:** (What is done and why.)

Independently performs complex research and analysis in support of a variety of energy efficiency and renewable energy projects. Also assists with development and management of projects and may lead the management of some smaller ones (<\$50,000 +/- budget).

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

1. Independently conducts complex research and analysis in support of a variety of energy efficiency and renewable energy projects.
2. Independently conducts economic screening of energy efficiency and renewable energy measures and programs.
3. Plays major role in energy efficiency and/or renewable energy program design, review and evaluation for several high-profile projects.
4. Assists in marketing VEIC's consulting services, particularly through development of project proposals and budgets.
5. May lead management of smaller projects, including identification and recruitment of prospective clients, on-going client interaction and maintenance and tracking of budgets.
6. Provides technical training on energy efficiency and/or renewable energy measure installation or analysis.
7. Assists (as needed) in responding to public inquiries regarding both energy efficiency and renewable energy measures.

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

1. Strong personal commitment to VEIC's mission, goals and values.
2. Excellent analytical skills, including strong facility with quantitative analysis techniques.
3. Demonstrated creativity and innovation.
4. Strategic thinking skills, including demonstrated ability to simultaneously see both the "forest" and the "trees".
5. Good written and oral communication skills.
6. Excellent interpersonal skills.
7. Ability to handle multiple competing priorities and deadlines.
8. Proven ability to be organized, detail oriented and accurate.

9. Bachelor's degree (preferably in business, economics, marketing, engineering, or public policy) and at least three years professional experience involving complex analytical work assignments (experience with energy efficiency and/or renewable energy markets, programs or policies preferred), or a similar combination of education and experience from which comparable knowledge and skills were acquired.
10. Proficiency with word processing and spreadsheet software.

**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 – requiring an average of 1 to 2 days per month out of the office (including occasional overnight stays).

**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:**

Supervision is received from the Operations Manager.