



Associate Program Manager, Evaluation, Research & Behavior Change

The Consortium for Energy Efficiency (CEE) is seeking an individual to help CEE members in measuring energy savings and other benefits from publicly funded energy efficiency programs. CEE is a non-profit organization devoted to accelerating market adoption of energy efficient products and services in the U.S. and Canada. The Associate Program Manager will work with CEE members, which are primarily administrators of ratepayer-funded energy efficiency programs, and CEE staff on issues and activities related to the evaluation of energy efficiency programs. This includes primary and secondary research to inform program evaluation within the energy efficiency industry. The Associate Program Manager will also contribute to other aspects of the work of CEE's Evaluation, Research & Behavior Change team. CEE is looking for a candidate capable of taking on additional responsibility, who can grow into greater responsibilities and advance to Program Manager.

The individual hired will work closely with the Principal Program Manager for the Evaluation, Research & Behavior Change team and with the CEE Evaluation Committee to:

- Help design primary research. Conduct primary and secondary research as directed. Establish and maintain data tracking and management systems.
- Analyze quantitative data and results of secondary, qualitative research. Interpret and communicate research results in writing and in person to members, other stakeholders, and CEE staff, keeping in mind each audience's unique needs and perspective.
- Solicit research reports and program evaluations from members, categorize the documents obtained, enter these into a search engine, and communicate to the membership about the content added and its relevance to their work.
- Prepare materials for meetings and conference calls and draft other Committee communications. Provide additional support for Committee work as necessary.

In addition to appropriate training and experience (described below), the ideal candidate will have a strong interest in energy efficiency, an aptitude for quantitative data analysis and the ability to synthesize qualitative data, and enjoy writing.

The individual will be part of the Evaluation, Research & Behavior Change team and report to the Principal Program Manager, Evaluation, Research & Behavior Change. Job responsibilities include:

Research support:

1. *Annual energy efficiency industry report.* Work with Principal Program Manager, other CEE staff and management, and counterparts in other industry organizations to revise plans and documents for annual collection of data on the energy efficiency industry, and explore possibility of collecting additional quantitative and/or qualitative program information. Assess current data storage, tracking, and cleaning/quality assurance protocols and systems for possible improvements. With guidance from Principal Program Manager and the possible support of an intern, field email survey to targeted organizations administering energy efficiency programs, follow up with organizations in sample to obtain data by email and telephone, perform data cleaning/quality assurance, analyze data, and produce related data tables and reports.

2. *Market penetration data.* Assist Principal Program Manager in developing an overview and assessment of market penetration data currently available for free to CEE members, determining future data needs, and exploring prospects for improving data quality and obtaining data from other sources. Develop protocols for staff in handling and communicating about market penetration data we receive from industry associations and elsewhere. Communicate with members and stakeholders about issues with generalizability of market penetration data as appropriate.
3. *Other data collection/research.* Work with Principal Program Manager and Evaluation Committee to scope new and recurring research or data collection efforts in support of Committee goals, develop estimates and business plans for these efforts, solicit funding from members in support of these efforts, draft RFPs, review proposals, award contracts, and manage contractors/data collection. Provide guidance and support for data collection and analysis and initiative evaluation to CEE initiative staff as required. Perform additional data analysis as required. Interpret results of analysis and write research reports as appropriate. Field questions from staff and members about program evaluation and data collection, analysis, and interpretation.

Evaluation Committee support:

4. Assist in development of a search protocol for a new on-line library application to replace CEE's current Market Assessment & Program Evaluation (MAPE) Clearinghouse. Obtain publicly available reports and conference proceedings from CEE members and other sources for the library. Categorize and enter these documents into the library and provide members with periodic overviews of documents recently added. Become familiar with existing and new literature related to energy efficiency program evaluation, and provide support to members looking for documents to help answer specific questions. Coordinate with other energy efficiency organizations regarding content of databases as appropriate.
5. Assist in planning and publicizing committee meetings as appropriate. Draft and disseminate meeting minutes, capturing the essence of the discussion, progress made, and next steps. Help identify and arrange for speakers and presentations for in-person program meetings.
6. Author communications to members and other target audiences as appropriate. This will include, but not be limited to, meeting minutes, memorandums, reports, conference papers, comment letters, training materials, announcements, and webpage content. Maintain email lists of Evaluation Committee members.
7. Manage tracking of web use and other established metrics for use in grant reporting. Work with team lead to identify and begin tracking additional metrics. Assist in migrating Evaluation, Research & Behavior web pages into planned CEE extranet.
8. Become familiar with current and emerging issues of concern to the evaluation community of the energy efficiency program industry in the U.S. and Canada. Monitor relevant evaluation research developments to keep abreast of those related to energy efficiency program evaluation.
9. Represent CEE in public settings.
10. Other duties as assigned.

Requirements:

- A graduate degree in a related field that provides strong preparation for program evaluation and for collection, management, analysis and reporting of quantitative data. This could include economics, business, the social sciences (sociology, social psychology, etc.), public

health, public policy, environmental sciences, engineering, etc., or equivalent experience in a relevant field. (Studies in environmental or energy policy are helpful but not required. Equivalent professional work experience will be considered.)

- One year of related experience in a professional work environment.
- Demonstrated knowledge of research design, data collection, data quality assurance, quantitative data analysis, survey research design and data management principles and practices.
- Proficiency with statistical concepts and statistical analysis. Demonstrated experience with quantitative data analysis using a statistical software package such as SPSS. (Experience collecting and analyzing qualitative data a plus.)
- Excellent written and verbal communication skills.
- Good time management, administrative and organizational skills.
- Detail orientation.
- Proficiency with Microsoft Office software, e.g. Word, PowerPoint, and Excel.
- Willingness to travel (may require approximately one domestic trip per quarter).
- Interest in growing into a position of greater responsibility, involving the ability to prepare and deliver effective presentations, to effectively lead group work, and to work independently.

Compensation:

Competitive salary commensurate with experience, including generous benefit package.

Position Availability & Location:

January 2010. This position is located in Boston, MA.

About CEE:

The Consortium for Energy Efficiency develops and supports U.S. and Canadian initiatives to accelerate market adoption of advanced energy efficient products and services. CEE members include organizations that administer ratepayer funded energy efficiency programs (utilities, state agencies, etc.), environmental groups, research organizations, state energy offices in the United States and Canada, and others. Members serve more than one half of the U.S. and more than three-quarters of the Canadian populations, and budget more than \$6 billion annually on efficiency programs. By working together at CEE, efficiency program administrators leverage the effect of their funding dollars, exchange information on effective practices and, by doing so, achieve greater energy efficiency for the public good. For more information, see our Web site at www.cee1.org.

Application Information:

Applications will be reviewed upon receipt. Please submit the following:

- **Cover letter** summarizing your qualifications as they relate to CEE and this position. Include a description of how your experience and skills have prepared you to fulfill the job responsibilities detailed above.
- **Resume**

Contact:

Please send above via e-mail to kashby@cee1.org or mail to:

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You must be eligible to work in the United States independent of company sponsorship. CEE is an Equal Opportunity Employer.