

## Research Analyst Job Description

### About the Clean Energy Transition Institute

Founded in 2018, the [Clean Energy Transition Institute](https://www.cleanenergytransition.org) is an independent, nonpartisan nonprofit organization working to accelerate the transition to a clean energy economy in the Northwest by advancing deep decarbonization strategies. We provide unbiased research and analysis to guide climate and energy policy and a neutral platform to help diverse stakeholders debate and resolve the trade-offs associated with deep decarbonization.

### Why Join the Clean Energy Transition Institute?

The Institute is relatively new, but its Executive Director and Board of Directors have longstanding engagement in climate and clean energy. We recently won a Washington State contract to provide technical assistance with developing the state's decarbonization policies for the next 30 years. The Institute has [received funding](#) from the Stolte Family Foundation, the Seattle Foundation, and the Bullitt Foundation, as well as numerous individuals.

We believe that the transition to a clean energy economy is region-specific and the Northwest states (Idaho, Montana, Oregon, and Washington) are primed to lead the change. As one of the early members of the Institute, you would have an important role in focusing its direction and managing its crucial, early projects. In our small group, we make decisions rapidly, and entrepreneurial zeal is rewarded. You will initially report directly to the Executive Director.

For an example of our initial work, please see our website and read about our [success in 2019](#). If you want to be part of leading the transition to a clean energy economy in the Northwest, the Institute may be the place for you.

### About this Position

With direction from the Executive Director, the Research Analyst will be responsible for researching, analyzing, interpreting, and presenting studies, policies, and data related to deep decarbonization. The Research Analyst will scour a wide range of information sources and condense large amounts of information to provide clear, crisp analyses of emerging trends in decarbonization and the transition to a clean energy economy. The Research Analyst will also write reports, blogs, and help drive the Institute's communications.

### The Ideal Candidate

We seek a qualified, self-sufficient, and thorough Research Analyst committed to a rapid and equitable clean energy transition in the Northwest who is a self-starter and highly organized with excellent analytical and data analysis skills; has a keen attention to detail; and is capable of understanding the complexity of the clean energy transition. The Institute is a young organization that is expanding rapidly so a successful Research Analyst will be flexible, resourceful, and able to grow and learn with the team.

## Required Skills and Qualifications

We are looking for an analyst with strong verbal and writing skills who gathers, synthesizes, and presents complex data and information in an accessible manner to influence climate and clean energy policy. For this position, we particularly value:

- Experience collecting, interpreting, and organizing data and research from models, books, journal articles, newspapers, surveys/polls, and interviews
- Ability to evaluate data and interpret patterns and trends in the energy field and translate them into meaningful, non-technical communication materials
- Skill documenting process, describing findings, and making recommendations in published reports and presentations
- A healthy skepticism, an attention to detail, and a commitment to accuracy
- A minimum of two years of experience in research analysis or related professional experience with a preference for experience in the energy sector related to decarbonization strategies and clean energy policy, projects, programs, systems, and technologies
- Math skills, such as statistics and other forms of data analysis and modeling helpful, but not required; ability to use data visualization tools, such as Tableau, considered a plus
- General understanding of economics
- Ability to think innovatively and strategically about, and participate in, advancing the Institute's long-term goals and development using an equity lens and working well on a team
- Bachelor's degree required; Master's degree preferred

## Essential Functions and Specific Responsibilities

- Perform qualitative and quantitative research
- Interpret data in graphs, charts, and diagrams
- Consult and collaborate with other research analysts
- Document, report, and present research findings to stakeholders and the public

## Equal Opportunity

We actively seek applicants and employees of diverse race, religion, creed, color, sex, marital status, sexual orientation, gender identity or expression, age, political ideology, ancestry, national origin, citizenship status, disability, veteran status, and medical conditions.

## Compensation

This is a competitive, full-time position, with compensation commensurate with the job requirements and the candidate's experience.

## How to Apply

Please email your resume, cover letter, and writing sample assembled in a single PDF and labeled with your name to [info@cleanenergytransition.org](mailto:info@cleanenergytransition.org). Your electronic cover letter can be addressed to Eileen V. Quigley, Executive Director, Clean Energy Transition Institute.

**Application Deadline is April 17, 2020**