



## Research Analyst

### SUMMARY

The Research Analyst (RA) will work closely with the State Outreach Coordinator as well as senior staff to research and identify new projects and funding opportunities for BPA to pursue. The RA will research and analyze opportunities for BPA to support existing programs at the state level. The RA will also reach and identify potential partners and funders for BPA's professional development HUB.

This position reports to the Chief Operating Officer.

### KEY TASKS AND RESPONSIBILITIES

- Develop and maintain a database of funders and projects BPA should pursue;
- Develop a strong understanding of the needs of and resources that currently support state energy efficiency, home/building performance, and weatherization programs in the states that BPA has identified as high priority
- Develop deep understanding of- and a process for internally communicating- who the key funders of work in the home and building performance industry are and what specific projects are they interested in at a given moment;
- Catalog and develop a system to inform relevant BPA staff on impending deadlines for applications for project funding;
- Support the development of proposals and grant applications;
- Once funding is received, develop a system to ensure key milestones and deliverables are met;
- Assign duties to staff to implement project goals, as needed;
- Oversee variable aspects of projects and provide direct assistance to ensure timely project execution;
- Overview project goals and ensure project goals are achievable;
- Liaise with project lead and other project managers to maintain project schedule and efficacy;
- Review project implementation and gather data on project execution;
- Assist other BPA departments in researching sponsorship opportunities and potential exhibitors at BPA events, event speakers, content creators for BPA online learning library, and/or authors for BPA journal as assigned

### SKILLS AND EXPERIENCE

- Demonstrated track record of conducting efficient and successful research that has helped an organization(s) meet its goals
- Highly organized, detail oriented, goal driven work style
- Ability and desire to work collaboratively to ensure successful project execution
- Project management team experience a plus
- Demonstrated track record in consensus building that results in meeting organizational goals.
- Excellent interpersonal, writing, and communication skills- including the ability to communicate effectively with a diverse group of stakeholders.
- High level of comfort adapting to changing needs.
- Ability to work collaboratively with staff and stakeholders.
- Commitment to the Association's mission and vision.

- Experience with the building performance and weatherization industry a plus
- A down to earth attitude and sense of humor a plus
- A sincere desire to make a difference in the world and have an impact on the organization where you work from day one

## EDUCATION

- Bachelor's degree in a related field
- Experience with small teams is a plus.
- BPI certification(s) preferred

## ABOUT YOU

This role is suitable for a range of people with different levels of experience and professional competencies within the home/building performance and residential energy efficiency space.

We are flexible and open to the role being a full-time or part time position.

**You've done (a lot of) this before.** You've got the skills and experience to hit the ground running. You might not have covered everything in previous roles, but you'll be able to learn quickly and apply it.

**You're a juggler.** You're used to multiple projects and can keep things moving. You know what questions to ask, and how to balance conflicting priorities to deliver successful outcomes.

**You figure out what's needed.** You're comfortable shifting through lots of information to get to the root of an issue, figuring out what to do, and you have the confidence to make it happen.

**You're a collaborator.** We are big believers in the power of a team and work closely with stakeholders internally and externally to share experience and knowledge. This approach will fit you like a glove.

**You enjoy working on smaller teams and are happy managing your own workload.** Your flexibility and proactive nature mean that you're comfortable and motivated to make decisions yourself, knowing how to draw in other team members to help get things done.

**You've got an eye for improvement.** You never stop trying to find better, more efficient ways of doing things.

**You take your work, but not yourself too seriously.** You keep the mission at front of mind and know that the team's success is your success. You know that work should be fun and that a good laugh is key to a productive day.

## ABOUT THE BUILDING PERFORMANCE ASSOCIATION

**At BPA we're not all the same.** We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our association stronger. If you share our values and our enthusiasm for helping improve the lives of others, you will find a home at BPA.

**At BPA we collaborate. Seriously.** Our team is made up of some pretty great individuals, but together we are absolutely amazing. If you value giving and receiving input, working toward (and celebrating) shared successes, being inclusive, giving the benefit of the doubt, and being responsible for each other- we should talk.

**At BPA we care about the whole you.** Nowadays, there really isn't such a thing as work/life balance. Work and life are irrevocably intertwined. We want you comfortable and that is why this is a remote position. We don't worry about you being away from your desk over a doctor's appointment, a child's performance, or a needed mental health break. BPA has what we call the flexible workplace- this means that if you need be away for a part of the day to tend your life, we are happy to support you.

**BPA wants you to reach your potential.** Your professional development and professional satisfaction are important to us. We want to support your growth not only through work experience, but through continuing education opportunities as well. We want you to be challenged and energized, we want you to have significant influence on the projects you take on. We want you to have career goals and while we hope it involves BPA for the long term, if you are pulled in another direction, having your growth supported while you are here will have been well worth it.

**BPA values a good fit.** A sense of humor helps. Having a can do and go with the flow attitude fits. We want you to be yourself- characters are most certainly welcome. We often spend more time with our colleagues than with our families and friends during a given week, therefore we see bringing in new team members as an awesome opportunity and responsibility. We value team oriented, friendly, approachable, spirited individuals with lots of integrity who are eager to get things done.

## **MORE ABOUT BPA**

The Building Performance Association is a membership-based 501(c)6 industry association representing the broad range of stakeholders that deliver energy efficiency services and products to owners and occupants of existing residential buildings, nationwide. The Association's mission is to transform the market for the home performance industry through advocacy, education, research, and networking to ensure all homes are healthy, comfortable, and energy efficient.

As an equal opportunity employer, Building Performance Association is committed to recruiting and retaining a diverse workforce and does not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.