ANALYST

The Energy Futures Initiative (EFI) Inc., former U.S. Secretary of Energy Ernest J. Moniz's nonprofit clean energy think tank, seeks a mid-career professional, highly motivated, and detail-oriented analyst to join our research team. EFI, based in Washington, D.C. is dedicated to advancing technically grounded solutions to the climate crisis through evidence-based analysis, thought leadership, and coalition building. Candidates can view a full range of high impact thought-leadership content on our website: www.energyfuturesinitiative.org.

Job Description
Analysts work in a dynamic, flexible and fast-moving environment on a team that provides analysis for EFI's reports on low-carbon energy technologies. Past work includes surveys on the energy innovation landscape, California’s pathways to decarbonize its economy, and trends in the U.S. energy workforce. Our team also conducts outreach and educational activities such as workshops and briefings to deliver information and policy advice to high-level stakeholders, including Members of Congress and staff, State and local officials, and business executives. The specific nature of that work varies depending on the project and will include support for public-policy focused efforts of the Energy Futures Initiative and the more traditional consulting relationships for EJM Associates. EJM Associates LLC, an affiliated entity, is a strategic consulting firm that helps clients navigate the transition to a global clean energy economy by advising on a range of energy policy, innovation, and security issues. Analysts work individually and in teams to conduct research and fact-finding missions before consolidating the results into analyses that are complete, accurate, and cogent. Analysts also participate in meetings to brainstorm analysis, maintain situational awareness, and discuss research design, direction, and strategy. Analysts also support senior managers in meetings and discussions with clients and external funding supporters. Analysts also may attend outside events and conferences on behalf of the organization. Research and analyses are used internally (e.g. discussions, memos) or for external audiences (e.g. public reports, proposals, work products for clients, presentations). It is important for analysts to stay up to date on events and trends in the energy and climate arenas.

Analysts also do communications and logistical work on an ad hoc basis, usually tasks directly related to research or work products. An analyst may also have some project management responsibilities, including coordinating with project partners and sponsors, communicating with outside experts on project-related matters, and ensuring principals are up to date on key project updates. Analysts also assist in office-wide administrative and management support tasks. Analysts report directly to the Director of Strategic Research. The position is based at EFI headquarters in Washington, DC. As of the date of this posting, EFI is operating on a work-at-home basis. EFI employees will return to a work-at-office basis consistent with federal and local government public health guidelines. The schedule for the place of work for this position will be determined based on the organization’s return to work policy.
General Time Breakdown

- Individual research, writing, data visualization, etc.: 70%
- Project planning and meetings: 5%
- Communications: 10%
- Administrative: 15%

Required Skills

- Demonstrated experience in qualitative and quantitative analysis, with specific experience in energy and environmental issues
- General skill with internet-based research
- Demonstrated experience with technical and scientific writing
- Strong interpersonal and communication skills

Additional Useful Skills

- Demonstrated experience in energy market analysis and modeling
- Experience with data visualization techniques
- Experience with graphic design programs (e.g. InDesign, Canva, Arc GIS, Tableaux)
- Experience with web design

Required Qualifications

- 3+ Years of analyst experience, with emphasis on analytical issues related to energy, environment or climate
- Bachelor’s degree in the physical sciences, engineering, economics, public policy or management sciences; advanced degree preferred
- Baseline knowledge of energy systems, climate policy, and related topics
- U.S. citizen or authorized to work in the United States

Application Materials and Instructions

- Cover letter (with salary requirements)
- Resume
- Writing sample on relevant subjects

Send applications to info@energyfuturesinitiative.org by August 7, 2020. No phone calls please. Please write “[YOUR LAST NAME] – EFI ANALYST APPLICATION” in the subject line.

Our Culture

EFI is an equal opportunity employer. All qualified applicants will receive consideration for employment without unlawful discrimination, based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation or citizenship status.