



## BEI Job Posting Director of Research Services

**Reports to:** Executive Director

**Location:** Remote (Some travel required); West Coast residents preferred

### ABOUT BEI

The Building Electrification Institute (BEI) is committed to helping cities and communities across the U.S. accelerate an equitable transition to fossil fuel-free buildings through building electrification. Our team works closely with local sustainability and public agency staff in leading cities and regions to develop policies, programs, and strategies for equitable building electrification. We then partner with other organizations to disseminate lessons learned and best practices across a broader network of jurisdictions. BEI also provides research products to a growing number of public agencies and jurisdictions, including analyses of building and housing stocks, customer economics, job impacts, and funding gaps for building electrification.

We believe that a successful and equitable transition to building electrification will require collaborating with leaders across policy sectors, including but not limited to housing, public health, workforce, labor, and energy policy. The transition will also require deep engagement with key stakeholders and communities, particularly communities of color and others who have been historically marginalized and are typically left out of the policymaking process, to design more holistic approaches with an equitable distribution of benefits. BEI's research supports these goals by combining detailed technical and economic analyses with social and racial equity information to inform equitable and effective program and policy design.

Through our work, BEI is committed to cultivating and maintaining a positive and inclusive work environment that rewards individual curiosity, creativity, and collaboration with a wide range of partners. More information about BEI, including a description of the cities we work in and examples of our research and deliverables, can be found on [our website](#).

### POSITION SUMMARY

BEI seeks a Director of Research Services who will be responsible for building BEI's research team and managing BEI's research activities. This includes identifying and pursuing requests for proposals and other research opportunities from local, regional, utility, and/or federal partners; designing, overseeing, and standardizing research projects; managing and building a team of researchers; and developing a business development strategy for BEI's research services. The Director of Research Services will report

to BEI's Executive Director and will collaborate alongside BEI's two Managing Directors to shape BEI's research agenda, ensure alignment with BEI's strategic plan, and help foster a culture of innovation and excellence.

## KEY RESPONSIBILITIES

- Develop and execute a business development plan and research strategy for BEI that aligns with the organization's goals and objectives.
- Lead and manage a team of researchers and consultants, which includes setting clear goals for projects, setting expectations for performance, providing mentorship for team members, and fostering a collaborative and productive work environment.
- Oversee the project management of all research projects, including their planning, execution, and completion, and ensure that high quality products are delivered on time and within budget.
- Oversee data collection, analysis, and interpretation of findings for all research projects, and ensure that research findings are communicated effectively and in ways that will lead to more effective and equitable decision-making for program and policy design.
- Develop and manage research budgets, allocate resources effectively, and oversee decisions to optimize BEI's research investments.
- Ensure that all research activities align with BEI's established research standards and guidelines.
- Prepare and present updates on research findings, progress, and impacts to the BEI Executive Director and Managing Directors, existing and prospective clients, and other organizational stakeholders.
- Manage client relationships and collaborate with cross-functional teams and external partners to drive new research initiatives.
- Disseminate research findings and promote BEI's research through presentations and public speaking at conferences, webinars, and external meetings.
- Identify talent gaps and recruit, train, and develop research staff to build a high-performing research team.
- Promote a culture of innovation within BEI, encouraging the development of new ideas, methodologies, and approaches to deliver research that will lead to program and policy success.

## SKILLS & QUALIFICATIONS

- A graduate degree and/or formal data and policy research training in a relevant field (e.g., science, engineering, social sciences).
- At least 4 years of proven experience in research management, including leading research teams and developing research strategies.
- Proficiency in Microsoft Excel, Microsoft Access, and ArcGIS; candidates with proficiency using Python and other software programming skills are encouraged to apply and preferred.
- Strong project management skills and a demonstrated ability to deliver high-quality research projects on time and within budget.
- Excellent communication and presentation skills, with the ability to convey complex ideas to both technical and non-technical audiences and an ability to articulate actionable recommendations and takeaways.

- Analytical and problem-solving skills that can be applied to research projects and team management.
- Strong leadership, mentorship, and team-building skills that can be applied to managing both in-house staff and consultants.
- Innovation and adaptability in a rapidly changing research landscape.
- Previous experience in climate, energy, housing, and/or workforce research or policy is strongly preferred.

## **WORK ENVIRONMENT, TRAVEL, & COMPENSATION**

BEI is looking for candidates who are enthusiastic about solving climate change and addressing racial and social inequities and who will enjoy building and overseeing a research team. BEI is a remote-first work environment (BEI does not have offices). The Director of Research Services will be expected to commute to San Diego, California quarterly for Executive Team meetings (travel expenses will be reimbursed by BEI). The salary range is \$135,000-150,000, depending on experience.

## **COMMITMENT TO EQUAL EMPLOYMENT**

BEI acknowledges that people from historically marginalized communities have been excluded from the sustainability and clean energy fields, and therefore we will seek to engage in outreach to identify candidates who have lived experience in or serving these communities within our hiring process. We welcome candidates who align with and strengthen our commitment to racial justice and equity. We also acknowledge that hiring is only one element of uprooting systemic racism. BEI's [Commitment to Racial Justice](#) describes the actions we are taking to address both our internal processes and our broader role in advancing social and racial justice across the climate, clean energy, and building electrification fields.

## **HOW TO APPLY**

Candidates may apply by emailing a cover letter and resume to [BEIJobApplications@gmail.com](mailto:BEIJobApplications@gmail.com) by Friday, February 9, 2024. Applications and interviews will be reviewed and conducted on a rolling basis. Please check our website and [LinkedIn page](#) for any updates on our hiring process and timeline.