



BEI Job Posting Assistant Director

Reports to: BEI's Managing Directors

Location: Remote (Some travel required)

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 government staff and community partners in leading cities and regions to develop critical policies, programs, and strategies to advance this mission. We then partner with other organizations to disseminate lessons learned and best practices across a broader network of local, state, and federal policymakers. Additionally, BEI provides research products to a growing number of public agencies and jurisdictions to answer key questions about 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 communities, particularly communities of color and others who have been historically marginalized, to design more holistic approaches that ensure an equitable distribution of benefits and address systemic barriers to equitable building electrification.

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 two Assistant Directors to advance BEI's work in leading cities and regions. Because the field of building electrification is relatively new and evolving quickly, there is not always a paved path for our work to follow. Ideal candidates will demonstrate a high degree of initiative, critical and strategic thinking skills, and strong relationship-building to propose and support implementation of groundbreaking policies, programs, and projects in complex local and regional ecosystems. Each Assistant Director will report to one of BEI's Managing Directors.

KEY RESPONSIBILITIES

- Work collaboratively with BEI team members, local and regional policymakers, community partners, and other stakeholders to develop and implement strategies that accelerate equitable building electrification in BEI partner jurisdictions. This will include:

- Advising policymakers and community partners on how to advance ambitious strategies within the local or regional political context,
- Coaching local and regional policymakers and regions to develop and implement stakeholder and community engagement plans,
- Working with policymakers and on-the-ground partners to design and implement equitable building electrification policies and programs,
- Coordinate and facilitate recurring calls with regional partners, and
- Overseeing project-specific budgeting and resource planning.
- Develop thought leadership on emerging topics and practices related to equitable building electrification.
- Contribute to the growth and impact of BEI's work by leading and supporting place-based fundraising opportunities.
- Conduct and/or support the development of policy research, economic research, and data analysis and leverage research findings to inform policy and strategy development.
- Build and maintain BEI relationships with partner organizations to increase BEI's organizational impact. This may include representing BEI at conferences, in meetings, and in other public venues and maintaining relationships on behalf of the organization.
- Support knowledge dissemination and communications across BEI jurisdictions and stakeholders, including the development of reports and educational resources, webinars, newsletters, and/or presentations.
- Support other organizational needs, including strategic planning, budgeting, contracting, event planning, and other tasks as needed or requested.

SKILLS & QUALIFICATIONS

- Minimum of 4 years of work experience, with at least 2 years of experience in a related field and 2 years of experience managing complex projects.
- Demonstrated experience in exercising strategic and critical thinking to successfully navigate evolving situations and political contexts toward transformative goals. Candidates must excel at building coalitions, managing stakeholder relationships, and leveraging influence to drive results.
- Exceptional interpersonal relationship and management skills to build trust and co-learn with colleagues, local and regional policymakers, community partners, and other stakeholders.
- Demonstrated experience successfully managing complex projects involving multiple stakeholders.
- A willingness to bring a problem-solving and collaborative mindset and enthusiasm for working on teams.
- Commitment to addressing social and racial equity and accelerating climate policy.
- While not required, previous experience working in or deeply with local, state, and/or regional government departments and policymakers on climate, sustainability, housing, public health, workforce, labor, and/or economic development policy is preferred.
- While not required, previous experience leading community engagement efforts and/or working closely with community-based organizations that represent historically underserved or marginalized populations is preferred.
- While not required, familiarity with building electrification and/or building energy systems is preferred.
- While not required, experience in fundraising or collaborating with local and regional foundations is preferred.

WORK ENVIRONMENT, TRAVEL, & COMPENSATION

BEI is looking for candidates who are enthusiastic about solving climate change and addressing racial and social inequities, are eager to shape this evolving field, and are adaptive and flexible team players who are comfortable collaborating inside and outside the organization to strategically advance ambitious program and policy goals. BEI is a remote-first work environment (BEI does not have offices) and some travel will be required. The salary range is \$110,000-\$125,000, depending on experience. This position is only open to candidates who reside and are authorized to work in the United States on a full-time basis.

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 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

Interested candidates can apply by providing a resume and a written response (5-10 sentences maximum) to one of the following prompts: 1) Please describe a time when you advocated for your community's needs within your work, or 2) Please describe a time when you worked closely with an under-served community to advocate for their needs. The written response will be used to evaluate candidates' writing skills and approach to equitable community engagement.

Candidates may apply by emailing their materials to BEIJobApplications@gmail.com by Wednesday, July 10, 2024. Applications and interviews will be reviewed and conducted on a rolling basis. Please check the [BEI website](#) or our [LinkedIn page](#) for any updates on our hiring process and timeline.