Operations Technical Analyst

The DesignLights Consortium® is seeking an Operations Technical Analyst to play a key role in our work to drive energy efficiency in the lighting community.

We’re looking for a bright, passionate professional who understands the value of mission-driven, results-oriented work. The Operations Technical Analyst will support the DLC’s Solid-State Lighting program operations by providing program and analytic support that builds on success factors and identifies market and organizational risks under the Program Director.

Resume with a cover letter should be submitted to:

Stephen White, Director of Administration and Finance
swhite@designlights.org

No phone calls please

About the DLC

The DLC team works across the US and Canada to drive efficient lighting technologies. Lighting generates 5-6% of global emissions and we are working with federal, regional, state, and utility efficiency administrators and the lighting industry across North America to raise the bar on lighting quality and efficiency across the globe.

The DesignLights Consortium (DLC) is a non-profit organization dedicated to accelerating the widespread adoption of high-performing commercial lighting solutions. The DLC promotes high-quality, energy-efficient lighting products in collaboration with all industry stakeholders by defining quality and establishing specifications, facilitating thought leadership, and providing tools, resources, and technical expertise to members and industry.

We offer a fast-paced and supportive work environment, competitive salary and bonus structure, and benefits for the right candidate. The DLC is committed to an organizational culture of non-discrimination and equal opportunity for all employees and qualified applicants.

Responsibilities

The Operations Technical Analyst position requires a detail-oriented person with a strong work ethic, resourcefulness, and professionalism. The Operations Technical Analyst will provide research, analysis, and program support to a variety of DLC projects and initiatives. Typical duties of the Operations Technical Analyst include:
• **Analysis:** Utilize research and data analysis to identify impacts of proposed policy changes and provide insight to industry developments to support implementation of new or revised policies.

• **Program development:** Work with DLC team members to assist with development of programs that align with mission objectives and organizational priorities.

• **Account support:** Provide technical support and assist assigned stakeholders with application and product updating process, including reviewing test reports for compliance with program requirements and communicating with manufacturers and other stakeholders.

• **Application processing support:** Manage aspects of the application review process. The Analyst could be relied on to perform the review of applications and products for the QPL.

• **Project coordination and support:** Provide project management, coordinate communications, and assist with development of educational tools and resources to inform manufacturers and industry stakeholders on existing policies, upcoming proposals, and changes to policies.

• **Operations support:** Serve as a process and program expert by developing and maintaining a strong working knowledge of technical policies and systems. Support the development and execution of ongoing improvement efforts that align with organizational objectives and serve the best interest of stakeholders.
  
  o Develop a fundamental understanding of LED lighting and DLC program rules and policies, and how they impact the industry and program.

• **Documentation management:** Support management, coordination, and implementation of documentation for DLC programs that translate policy goals and guidelines into actionable documentation which will guide all application review activity, IT, billing, and QPL management.

• **Subject matter expertise:** Potentially lead a specific technical area requiring a high degree of subject matter expertise.

**Qualifications**

• Exceptional critical thinking, analytical, and problem-solving skills

• Ability to organize and manage a high volume of evolving and detail-oriented tasks in a fast-paced environment

• Excellent presentation, verbal, and written communications skills, including the ability to translate technical information into decisions and actions

• Fast learner with strong attention to detail

• Strong Excel knowledge and proficiency with word processing and database software

• Experience improving processes and ensuring quality, with a focus on documentation of efforts

• Ability to apply technical-level knowledge to independently solve problems and identify potential risks or opportunities

• Ability to work independently but excellent team player
• Interest in environmental issues and/or energy efficiency
• Degree in business, engineering, engineering technology, or technical field preferred
• 1-2 years of experience in a lighting-related field or engineering-related environment
  o General knowledge of lighting

Additional skills desired, but not required
• Knowledge of energy efficiency and qualification programs
• Previous experience in LED lighting or energy efficiency incentive programs

Salary and Benefits
• Salary commensurate with experience
• Benefit plans including comprehensive health, Flex Spend
• Matching 5% 401K plan
• Flexible work schedule
• The position is located in Medford, MA, but remote work is possible for the right candidate