



## Deputy Director Job Description Fall 2024

### Mission, Vision, and Approach

Founded in 2018, the [Clean Energy Transition Institute](https://www.cleanenergytransition.org) (CETI) is an independent, nonpartisan research and analysis nonprofit organization working to accelerate an equitable clean energy transition in the Northwest. Our [mission](#) is to decarbonize the Northwest economy equitably at the speed and scale that climate science requires.

CETI provides independent, unbiased research and analytics on low-carbon pathways tailored to the Northwest region's unique characteristics; offers an information clearinghouse for decarbonization solutions and technologies; and convenes stakeholders to debate the trade-offs inherent in shifting to a clean energy economy.

### Why Join CETI?

The CETI community is comprised of committed, compassionate, and collaborative people with decades of experience working to reduce greenhouse gas emissions. Over the past six years, CETI has become a trusted source for independent analysis of how to transform the Northwest to a clean energy economy.

Core to CETI's approach is our ability to demystify complex technical decarbonization solutions for the stakeholders who will play critical roles in ensuring the region achieves its emissions targets. We translate quantitative and qualitative research into concrete actions, using web, print, and video communication tools to explain how the clean energy transition can unfold in the Northwest.

## Programs

In 2019, we [developed the research and modeling](#) that showed how the region could decarbonize affordably by 2050 and provided the technical analysis that underpins the [Washington 2021 State Energy Strategy](#).

We also provided [analysis](#) substantiating the Montana Governor's 2020 Climate Solutions Council's decarbonization strategies and [modeling](#) that helped win passage in Oregon of the nation's most ambitious clean energy standard in June 2021.

In 2023 and 2024, we released [Net-Zero Northwest](#), our energy pathways, health impacts, and workforce analysis to inform regional action to put the four Northwest states on the path to equitably achieving net-zero emissions by 2050.

In addition to our deep decarbonization pathways analyses, CETI programs investigate [building](#), [industrial](#), and [rural](#) decarbonization, as well as energy system mapping with the [Northwest Clean Energy Atlas](#). Current projects can be reviewed [on our website](#).

## About this Position

Reporting to the Executive Director, the Deputy Director will be responsible for overseeing CETI's programs, working in concert with the Executive Director to determine the research projects and contracts that CETI undertakes.

The Deputy Director will oversee CETI's Research Analysts and all reports and deliverables that CETI commits to. The Deputy Director will respond to requests for proposals on CETI's behalf and manage service contracts that CETI wins, including all billing and invoicing for work performed.

This position is based in Seattle, Washington and cannot be filled remotely.

## The Ideal Candidate

We seek a seasoned manager of complex research and analysis entities with excellent written and verbal communication skills and experience producing high-quality, rigorous technical and economic reports, research, and analysis. Successful candidates will be capable of synthesizing and presenting complex data and information in an accessible manner, while also able to manage and mentor a team of Research Analysts.

The ideal candidate is committed to a rapid and equitable clean energy transition in the Northwest. They must be a self-starter; highly organized with excellent analytical skills; have a keen attention to detail; have knowledge about equitable clean energy solutions and policy and environmental justice considerations for building a clean energy economy; and capable of understanding and communicating the complexity of the clean energy transition.

CETI is in its seventh year and expanding rapidly, so a successful Deputy Director will be flexible, resourceful, and able to help the Executive Director grow CETI's programs.

## Desired Skills and Qualifications

We seek the following skills and qualifications. Candidates who meet some but not all these qualifications are still encouraged to apply.

- Master's degree or equivalent experience
- Experience managing and building teams collaboratively and with kindness
- Minimum of three years of experience managing research analysis, a related profession, or relevant academic experience with a preference for work on decarbonization strategies and clean energy policy, projects, programs, systems, and technologies in the Northwest

- Experience collecting, interpreting, and organizing data and research from models, books, journal articles, newspapers, surveys/polls, and interviews
- Ability to evaluate data, interpret patterns and trends in the energy field, and translate them into meaningful, non-technical communication materials
- Skill producing research and analysis products, describing findings, and making recommendations in published reports and presentations
- A healthy skepticism, an attention to detail, and a commitment to accuracy
- Experience developing annual strategies, work plans, and budgets for a think tank or similar research establishment
- Ability to work well on a team and think innovatively and strategically about advancing CETI's long-term goals using an equity lens

## Essential Functions

- Oversee and grow a team of researchers
- Oversee, direct, and provide quality control for CETI's programs, products, and contracts
- Oversee qualitative and quantitative research
- Oversee data interpretation in graphs, charts, and diagrams
- Present CETI's research and program work to Northwest clean energy constituents publicly
- Support the Executive Director in executing CETI's annual work plan

## Office

CETI's team works in-person Monday, Tuesday, and Thursday in an office in downtown Seattle and Wednesday and Friday from home.

## Equal Opportunity

We actively seek applicants of diverse race, religion, creed, color, sex, marital status, sexual orientation, gender identity or expression, age, political ideology, ancestry, national origin, citizenship status, disability, veteran status, and medical conditions.

## Compensation

The salary range for this position is \$130,000-\$165,000 commensurate with experience. This is a full-time position and includes full medical and dental insurance, along with a Simple IRA plan with organizational match of up to 3% of salary. We also cover the cost of a monthly Orca pass.

## How to Apply

This position will remain open until filled, and we will review applications on a rolling basis starting in November. Please email your resume, cover letter, and links to examples of your work assembled in a single PDF labeled with your name to [jobs@cleanenergytransition.org](mailto:jobs@cleanenergytransition.org). Please feel free to send questions about this position to the same email address.

Please address your electronic cover letter to Eileen V. Quigley, Executive Director, Clean Energy Transition Institute. Please make the subject line of your email: "Your Full Name, Deputy Director."