



September 17, 2019

Clean Energy Project Assistant

Full Time Position

HELP US GROW CLEAN ENERGY INDUSTRIES

Technology Transition Corporation (TTC) has an immediate full-time opening in Washington, DC for an energetic individual motivated to promote clean energy technologies and build a career in the clean and renewable energy. This position will support the American Biogas Council (ABC), the premiere non-profit association promoting the anaerobic digestion and biogas industry, and the Mid-Atlantic Bioenergy Council (MABEC), a non-profit association representing the use of biomass to produce clean heat, power, biogas and soil amendments throughout the Mid-Atlantic states.

Key elements of this position:

- **Passion for Policy**—this person will support our federal lobbyists and help lead state policy starting with identifying legislation or regulations that impact our clients industries and evaluating whether action should be taken to support, oppose or amend.
- **Exceptional written communication skills**—whether you are lobbying, selling memberships or sponsorships, educating key audiences or reporting on the market electronic communication is our main tool and you must be able to write clearly and succinctly with an affinity for excellent customer service.
- **Exemplary organization skills**—Everyone has different ways of staying organized and we welcome all forms, but yours must be excellent in a way that encourages good organization and responsiveness from our organizations' members and your fellow staff alike. Few things sap energy and resources faster than having to do things twice or late due to lack of organization.
- **Bonus points for:** marketing skills, event management experience, aptitude for design, advanced website editing, Salesforce.
- **Why don't any of these elements have anything to do with renewable energy?** That's the easy part to mentor you. We'll help your development, but these are the foundational skills that our team needs to be strong to make sure you're a good fit.

This person will work with senior client managers, ABC and MABEC Board of Directors, and members to elevate the industry's visibility within the clean energy and conventional energy industries. We offer a dynamic and diverse set of responsibilities that require professional interpersonal skills, initiative, the ability to multitask, and the ability to quickly learn and communicate information to client members. We have a relatively small team of exceptional individuals so expect to dive right in to real opportunities and solving real problems on day one, while you're also getting up to speed on the industries we represent.

This position also offers an opportunity for professional development and growth by meeting with senior executives, planning and producing industry events, and representing the industries usually in front of business or policymaker audiences. Occasional travel will be required.

ABOUT TTC

Our vision is for a socially responsible and environmentally sustainable future where businesses can thrive.

Technology Transition Corporation, or “TTC” as we refer to ourselves, (www.ttcorp.com) provides advocacy, consulting, and management services to clean energy industries, trade and professional associations.

Since 1986, we have partnered with companies to build coalitions that advance the development of clean energy technologies and other industries. Our clients include Fortune 100 corporations, start-ups, leading universities, and government agencies.

Most people know us because we create and manage non-profit industry trade and professional associations in biomass thermal energy, biogas, biochar, hydrogen and fuel cells, environmental engineering, and with utilities.

QUALIFICATIONS

This full-time position is open to candidates interested in building an energy-related career with the opportunity to grow into a various leadership positions. Applicants must have a desire to develop professionally by attending association-sponsored events, and by networking with strategic partners to share work we have done and help identify new projects.

The ideal candidate meets the following qualifications:

- **Excellent organization and administrative skills, and attention to detail** - the ability to support staff in the association’s daily operations and track progress on ABC’s and MABEC’s strategic goals
- **Exceptional interpersonal skills** – the ability to speak and write professionally to business leaders, association members, government employees, and other stakeholders
- **Excellent professional and persuasive communications skills** – the ability to write and speak clearly on the associations to prospective members, the general public, and potential partners
- **Ability to learn quickly** – familiarity with the industry is not required, but the candidate must be able to synthesize information, such as the production of biogas via AD technology.
- **Motivated and self-starter** – the candidate must be able to work within a fast-paced office environment, take on leadership within the associations, search for potential business development opportunities, and independently make connections with strategic stakeholders
- **Familiarity with database and website management software is a plus**

RESPONSIBILITIES

This position reports to ABC and MABEC senior managers and Directors. The position also maintains a close relationship with associations’ committee chairs, Directors, and members. The candidate should have the ability to provide stakeholders an overview of the associations’ interests and work, and will be able to serve as resource for general questions on the associations and the industries.

Specific responsibilities will likely include, but are not limited to:

- Keep track of state policy and evaluate if action is needed
- Attend meetings on Capitol Hill and with partner organizations, representing the organization and industry
- Support the Board of Directors by scheduling monthly Board/Executive Committee calls, preparing meeting agendas, recording and distributing meeting minutes, and following up on action items

- Support committees by maintaining regular contact with committee chairs, organizing committee meetings, and following up on committee action items
- Support senior staff in planning events, like ABC's operator training, by contacting potential speakers and attendees, working with event planning volunteers, developing announcements and promotional literature, monitoring incoming registrations, and assisting in other event logistics as requested
- Manage membership recruitment and retention by following up with delinquent members, contacting prospective members, and strengthening relationships with current members
- Assist in the development and distribution of regularly-scheduled newsletters
- Maintain and update the association websites and membership and contact information using Salesforce
- Research and propose business development opportunities and new partnerships for the associations
- Support TTC management in work appropriate for the candidate's skill set and experience

WORK COMPENSATION AND BENEFITS

- Starting annual salary is \$33,000. A six-month review is conducted with salary adjustments based on merit. Annual merit increases and promotions are based on mutual employee and supervisor performance reviews
- 100% Company-paid health, life, long-term disability, and optional dental insurance
- 401(k) Plan
- 10 paid vacation days and up to 10 paid sick/emergency leave days (vacation increases with longevity)
- 10 paid holidays each year
- Convenient Washington, DC location near Dupont Circle
- SmartBenefits® for public transportation

REQUIREMENTS

The position requires a time commitment of 40 hours per week. TTC operating hours are 8:30 AM to 5:30 PM, although these hours are flexible.

HOW TO APPLY

Fill out and send the attached application along with a cover letter and resume in PDF format to the attention of Brian Schorr, Director of Operations, at careers@ttcorp.com.

Technology Transition Corporation Application for Position

Date of Application:		Starting Dates Available to Work:	
Referral Source:			
Full Name:			
Permanent Address:			
Current Address:			
Telephone:		Email Address:	
Emergency Contact:		Emergency Phone:	

<i>Please answer the following questions:</i>	YES	NO
(If no, please explain)		
Have you ever been employed here before?		
(If yes, give dates and position)		
Are you legally eligible for employment in this country?		
Will you travel if the position requires it?		
Are you able to meet the attendance requirements of this position?		
Have you ever been bonded?		
Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?		
(If yes, please provide dates and details.)		

Please describe your **educational background** here:

Summarize any special training, skills, licenses and/or certificates:

List special accomplishments, publications, awards, etc.:

Are you able to meet the attendance requirement for this position?

Provide any additional information you would like us to consider:

Please read and acknowledge understanding of the following **Applicant Statement**.

- I certify that all information I have provided in this application is true, complete and correct.
- I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from service whenever it is discovered.
- I expressly authorize Technology Transition Corporation, without reservation, to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application.
- I understand that Technology Transition Corporation does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. (Signature on printed form, or submission of form via e-mail constitutes certification.)

Signature of Applicant _____ Date _____

E-Mail completed form and any attachments to Brian Schorr at careers@ttcorp.com or mail form and other documents to:

Technology Transition Corporation
Attn: Brian Schorr, Director of Operations
1211 Connecticut Avenue, NW
Suite 650
Washington, DC 20036