



PowerOptions Job Description: Alternative Fuels Analyst

Term: Full Time

Location: Hybrid – Boston, MA

About PowerOptions:

Established in 1998, PowerOptions is a nonprofit energy buying consortium that empowers nonprofits and public entities with solutions to reduce the cost, carbon, and complexity of energy. We are working toward a vision of an affordable, sustainable, reliable energy future for all nonprofits, through our role as a trusted advisor and resource to over 500 Members across Massachusetts, Rhode Island, and Connecticut.

PowerOptions brings our Members a comprehensive suite of offerings to meet their energy needs, including but not limited to:

- Electricity and natural gas supply
- Solar and battery storage
- Electric transportation equipment and services
- Energy efficiency projects and financing
- Energy sustainability planning

As a nonprofit ourselves, we are a mission-driven and deeply committed team that is passionate about meeting our Members' energy and energy sustainability needs. Our Members, in turn, can focus on their missions and communities, which often include low-income and disadvantaged populations.

Position Overview:

PowerOptions is seeking an organized self-starter with both technical experience and excellent customer-facing skills to assist with project work and program management for the Solar and Electric Transportation programs. The Alternative Fuels Analyst will play a key role in delivering high quality service to PowerOptions members – helping them save time and money as they advance their sustainability goals.

The Alternative Fuels Analyst will report to the Program Manager, and will support all aspects of managing and administering the programs.

Responsibilities:

This list of duties and responsibilities is not all-inclusive and may be expanded as organizational needs and goals evolve.

- Work with PowerOptions Members on all phases of their solar and electric vehicle (“EV”) project planning and implementation, including analyzing Member energy data, financially modelling projects, screening/qualifying opportunities, interfacing with

suppliers, explaining proposals and answering questions, applying for incentives, and providing support through the contracting and installation process.

- Track/update project opportunities and contracts in Salesforce.
- Attend (mostly virtual) meetings to educate Members and leads about PowerOptions, the Programs, and solar/EV projects generally and specifically.
- Establish, build, and maintain relationships with Members, suppliers, and industry contacts.
- Build, maintain, and update models and tools for solar/EV projects and customer cost/savings analysis.
- Research and apply information on technologies, incentives, grants, and other financial inputs to economic analyses.
- Continuously build one's own and the team's technical expertise in solar and electric transportation.
- Stay up to date on evolving solar/EV-related regulations, policies, programs, legislation, and incentives.

Requirements:

- Technical acumen and experience to perform and deliver high quality analysis both internally and externally.
- Communications and presentation skills to effectively communicate technical and nuanced concepts to diverse audiences.
- Organizational skills to manage program administration.
- Nimble learner with the ability and drive to independently achieve learning objectives related to technology and business concepts.
- Desire to learn and broadly participate in the energy industry.
- Strong multi-tasking and prioritization skills.
- High attention to detail.
- Bachelor's degree with a major or minor in business, economics, engineering, sustainability, or a related field preferred
- Experience and proficiency with the Microsoft productivity platform including Excel, PowerPoint, Word.

Benefits of Joining our Team:

- Competitive and equitable salary and performance incentive compensation
- Robust health & dental coverage with high deductible reimbursement
- Plentiful PTO
- Generous 401k/IRA retirement plan employer contributions
- Paid parental leave
- Professional development annual stipend
- Work with passionate, collaborative, dedicated and supportive coworkers



- Regular outings and team events
- Rewarding mission-driven work
- Opportunity to work remotely

[Commitment to Diversity](#)

PowerOptions was founded in order to serve the needs of under-resourced communities and is proud to be a woman-led, small nonprofit organization. We are committed to equity and inclusion, not just in the work we do to foster energy justice, but in how we grow as an organization and as an industry. We seek to have a diverse team to ensure we incorporate all perspectives, while offering opportunities for marginalized communities in the energy industry.

PowerOptions is an equal opportunity employer. We hire, train, compensate, and promote without regard to race, religion, gender identity or expression, sexual orientation, disability, age, national origin, genetics, veteran status, or any of the other characteristics that give each of us a unique perspective and capacities.

[How to Apply](#)

Applications will be reviewed in the order they are received. Complete applications must include a cover letter and a current resume with a link to your LinkedIn profile. Send your application to: **jobs@poweroptions.org** with the subject heading: **Alternative Fuels Analyst.**