

Climate and Building Policy

Associate at Lotus

About Lotus

Lotus Engineering and Sustainability has delivered responsible and progressive sustainability solutions for public and private sector clients since 2012. Our consulting services combine the technical and pragmatic approaches of engineering and business with the holistic and innovative approaches of efficiency and sustainability. We excel at helping clients look at their sustainability and social initiatives through various lenses including public relations, financial, political, and environmental impact.

The work we do makes a difference, and we want a broad audience to engage with it.

- We recognize that great relationships form the foundation for great projects. We take the time to get to know our clients – their context, motivation, and goals. We invest in our relationships with our employees and contractors because we recognize that they are integral to our success.
- We do great work and turn it around quickly so our clients can deliver on their commitments.
- We use a wide range of communication skills to deliver the results of our analysis so that non-technical audiences can use them to make decisions.

Our projects address sustainability, climate action, and resiliency planning; greenhouse gas accounting; environmental justice and social equity issues; energy efficiency program development and management; and market/regulatory analyses.

Team Environment

Lotus believes that collaboration and cooperation result in better outcomes for our clients and our team members. We respect the unique talents and perspectives that each person brings to our team and encourage them to leverage those skills to bring value to our clients. Our success as a team is intertwined with the success of each individual.

We rely on our team members to deliver high-quality work on time and on budget in a fast-paced, demanding environment. We are able to be responsive to our clients because we are responsive within our team. We are a flat organization that relies on effective and proactive communication, typically during regular business hours, to achieve our goals.

We succeed because we consider issues from many points of view. We assess how someone else's context affects their position on an issue; we do this for each stakeholder in a discussion, whether it is inside a client organization or in a broader group. We take the time to synthesize these perspectives and identify solutions that create lasting benefits. Each team member contributes their unique experiences and perspectives to consider issues from many points of view.



A Week in the Life of a Lotus Employee in this Position

We are looking for someone who is willing to get their hands dirty – to pitch in on all tasks that come up in the course of business. We need you to be flexible and nimble, willing to adapt to the needs of a business in a rapidly evolving market.

Our business model relies on your ability to work independently, ask good questions at the right time, and figure things out on your own. We need you to be resourceful, quickly leveraging the contacts and resources at your disposal in a strategic manner to work through day-to-day challenges.

During the course of a given week, we'll ask you to employ a broad range of skills. We'll ask you to use both sides of your brain. The majority of your work will support our projects with clients. **This role will mostly focus on our climate and building policy work.** Here's a snapshot of some of the work that we currently anticipate:

More than anything else, we'll rely on you to support climate mitigation implementation and policy work, specifically in the buildings sector.

- Provide subject matter expertise to support the facilitation of stakeholder, task force, and community meetings focused on the development of building policy for both new and existing buildings.
- Lend expertise and support to drafting building codes and building policies for jurisdictions.
- Perform research on measurable impacts of building policy and summarize and effectively communicate results of research to various stakeholder groups.
- Support the development of climate mitigation, resiliency, and sustainable development strategies in all sectors for a diverse range of clients.
- Develop and effectively communicate implementation steps for climate mitigation, resiliency, and sustainable development strategies in all sectors for a diverse range of clients.

We'll ask you to support us in delivering the highest-quality services to our clients.

- Identify, organize, and help respond to upcoming project opportunities.
- Ensure that our clients' needs and wants are met.
- Ensure consistent communication with your clients and among your teammates.
- Jump in as needed to support projects and client needs in any of Lotus' practice areas.

We'll ask you to support Lotus' and our clients' commitment to equity and environmental justice.

- Identify ways to integrate components that address equity and issues of environmental justice issues through all our engagement, climate mitigation, and policy work.
- Identify opportunities to improve our understanding of equity implications of climate mitigation policies in the public sector, and research practices to embed equity into climate policy.

This position requires a candidate with the following qualifications:



- Climate mitigation, resiliency, and sustainable development policy and implementation skills.
 - Experience in developing or working with building climate policy at a state and local level.
 - Proven experience implementing climate mitigation, resiliency, or sustainable development strategies at an organization or for a government.
 - Ability to lead stakeholder discussions and present information in facilitated meetings.
 - Excellent communication skills, both written and verbal, and an ability to share complex information in an easily understood format.
 - Excellent listening skills and the ability to hear, process, and aggregate input from multiple sources.
- Attitude
 - Collaborative team player and engager.
 - A history of successful, creative problem-solving.
 - A history of self-education on issues outside the immediate scope of prior work.
 - Strong history of self-management and being self-sufficient.
 - A passion and enthusiasm for the work we do with public and private sector clients.
- Education
 - Bachelor's degree and 3-5 years of relevant experience or Masters' degree with 1+ years of relevant experience.
 - Proficiency in Microsoft Excel, Word, and the Google Suite (e.g., Docs, Sheets, Forms, et c.).
- Project Management
 - Ability to manage multiple projects, people, timelines, and tasks simultaneously with a high level of independence and competence within a fast-paced, complex, innovative environment.
- Valid driver's license and comfort with driving. If you own a car, car insurance is required.

Other desirable attributes include:

- Experience with building energy code development, net zero codes, and other mechanisms to address sustainability in new construction.
- Experience with land use planning and understanding how sustainable development intersects with land use decisions.
- Experience analyzing or designing building-level energy systems with means of identifying differences in energy use, energy cost, and greenhouse gas emissions between different systems.
- Experience with energy modeling software such as BEOpt or eQuest.
- Experience as a consultant or leading billable or client-based projects.
- Spoken and written fluency in Spanish.

Compensation: and Benefits: Salary commensurate with experience with a range of \$60,000-\$75,000. This range is based on a 40-hour work week. ***We highly value work-life balance and rarely work more than 40 hours per week.***



A full-time employee will be eligible to participate in Lotus' medical and dental plan, and matching 401K (up to 3 percent). Lotus observes 10 holidays for full-time employees and offers a flexible work schedule with unlimited PTO that allows employees to own their work-life balance. Instead of tracking PTO, employees are assigned quarterly target hours that include 40 working hours per week with 15 *suggested* vacation days and 10 holidays per year – employees are not limited to that suggested time off but are fully responsible for meeting their targets.

Additional benefits include: Volunteer and Board time up to 30 hours per year, annual training and continuing education budget, employee donation matches, and 6 weeks of paid parental leave.

Location and Schedule: We are open to remote or Denver-based employees. If in Denver (or the surrounding Metro area), the work will primarily take place at Lotus' Denver location (Steno – 1627 Vine St near City Park). Note that Denver area employees can remotely work for multiple days a week. We are open to remote working as long as employees are available to chat or email during normal business hours. The office is generally open from 9 am – 5 pm Monday through Friday.

We expect periodic meetings in and around Denver and occasional client-related meetings throughout Colorado and nationally.

To apply

Please submit the following documents to hello@lotussustainability.com with the position name in the title followed by your name "Climate & Building Policy Associate – [Your name]":

- **Resume and Cover Letter** – Help us understand why you're the right fit for our team. Tell a story, highlight your most applicable skills, do whatever you think will capture the essence of what you'll bring to the table. Cover letters should address your ability to meet the job responsibilities in the Required Qualifications section. Please include 2-3 references.
- **Writing sample** – We're looking for something that shows us your writing style, whether it's a blog about skiing, a technical paper you wrote, a section from a recent project report that's publicly available, or something else. Please make sure that it is your writing that we see.

The review of materials is ongoing and will continue until the position is filled. Early applications are strongly encouraged.

We strongly encourage applicants with diverse backgrounds to apply.

