

# ILLUME

Job Title: Analyst/Senior Analyst

**Status: Exempt, 40 hours per week**

**Location: Madison, WI; Tucson, AZ; Remote**

*\*Remote candidates will be considered and will be required to travel to hub offices occasionally.*

## **JOB SUMMARY**

The Analyst/Senior Analyst conducts thoughtful and rigorous research and analysis using methodologies such as survey research, statistical modeling, ethnography, and other qualitative and quantitative research methods. The Analyst/Senior Analyst works with direction from ILLUME's project management team to successfully deliver rigorous analysis and expert consulting services to our clients. The Analyst/Senior Analyst contributes to data collection, data analysis, and reporting to support translating complex research findings into specific and actionable recommendations. The Analyst/Senior Analyst applies sound and appropriate methods to data collection and analysis while maintaining a critical eye to safeguard data integrity and project quality.

## **PRIMARY RESPONSIBILITIES & KEY RESULTS AREAS (KRAS)**

<b>Instrument Design</b>
<ul style="list-style-type: none"><li>• Develop command over how to translate different types of research questions into instruments, including understanding the difference between qualitative and quantitative methods.</li><li>• Develop command over specific methods of data collection and best practices for each.</li><li>• With direction, design instruments and data collection tools for a wide range of data collection approaches, including secondary research, ethnographic methods, survey research, sample design and sample implementation, modeling, or statistical analysis.</li></ul>
<b>Data Collection</b>
<ul style="list-style-type: none"><li>• Develop data collection tracking tools to oversee data fielding, such as tracking quotas, sample lists, and completed interviews.</li><li>• Recruit and administer in-depth interviews.</li><li>• Program and support in the fielding of survey research.</li><li>• Develop databases for research efforts, including querying databases, aggregating data from multiple sources, finding and accessing third-party datasets, such as U.S. Census data.</li><li>• Clean, manage, and impute data for larger datasets, such as billing and meter data.</li></ul>

## Data Management and Analysis

- Manage data, including organizing and managing data sets to maintain data integrity using Excel, R, SPSS, and other data management tools. Data sets may include customer lists, census data, meter data, and survey responses, in-depth interview responses, focus group notes, and field research notes.
- Conduct data analysis, which may include analysis of survey data; unstructured data from in-depth interviews, focus groups, immersions, ethnographic observations, and open-ended survey data; billing and meter data.
- Apply appropriate and careful data cleaning techniques.
- Calculate and interpret basic statistics (e.g., frequencies, means) and relationships (e.g., correlations, simple models) in quantitative data and summarize qualitative data.
- Formulate key findings from analysis.

## Quality Control

- Ensure quality by reviewing project data for accuracy, errors, and completeness, and ensuring accuracy of all reported results.
- Proactively check your own work (data, analysis, writing) for accuracy and make corrections as needed.
- Communicate with project leads on quality control approaches and results.
- Collaborate with peers to receive and provide code reviews.

## Task Level Reporting & Communication

- Develop output, charts, graphics, and verbatim for reporting.
- Create visual graphics, diagrams, or imagery to visually display findings, and contributing to high quality written reports and presentations on findings.
- Effectively interpret and convey the key takeaways of task-level research activities in a way that is actionable and relatable to a general, less technical audience.

## Project Communication & Self-Management

- Manage one's own time to effectively complete project tasks as assigned, on time and on budget.
- Communicate barriers to completing tasks and recommend resources or solutions that may prevent this work from being completed.
- Proactively flag any observed roadblocks or project contingencies that may prevent you from completing your work.
- Advocate for one's own training and professional development needs.
- Provide clear written and verbal communication to project leadership while driving work forward independently.
- Frequent communication with the consultant lead including project updates, weekly priorities, identification of items that need deeper discussion, etc.

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## **COLLABORATION**

Collaboration is the minimum standard at ILLUME. Team members build trust through regular, open, and honest communication and by working together across the company to ensure the success of every project. By working together, we create the momentum to accomplish our company objectives and together attain exceptional results.

## **REQUIRED EDUCATION**

Bachelor's degree in relevant areas of study such as statistics, mathematics, engineering, building science, sociology (or other applied social science fields), economics, environmental science, psychology, or policy.

## **REQUIRED QUALIFICATIONS**

- Fluency in Spanish is preferred
- Industry experience or college-level coursework in utilities, policy, energy efficiency, market research, and/or energy program design and planning
- Experience in data analysis and interpretation
- Experience in survey design and/or experience with ethnographic research or open-ended interviewing
- Prior experience with data organization, quality control, manipulation, and basic statistics (Stata, R, SPSS, SAS, or other statistical software)
- Superior verbal and written communication skills, demonstrating clarity and conciseness
- Tireless attention to detail in all prior experience (academic and professional)
- Demonstrated ability to prioritize effectively in the face of multiple and shifting priorities, with the ability to switch between complex analytical thinking and attending to mundane tasks without compromising quality or losing one's focus
- Demonstrated independent decision-making experience with solid judgment

## **SALARY AND BENEFITS**

The salary for this position will depend on the education, professional experience, industry experience, and subject matter expertise of the applicant. The Analyst/Senior Analyst position salary band is \$40,000 to \$85,000.

ILLUME offers competitive benefits packages including:

- Medical, dental, and vision insurance options
- 401k plan & company match of 3%
- Generous and flexible time off (6+ weeks including holidays)
- Opportunities for professional development and growth
- Flexible work schedule

## **TO APPLY**

Please submit a cover letter, resume, and writing or work samples to [hiring@illumeadvising.com](mailto:hiring@illumeadvising.com).

In the subject line of your email, indicate the following:

**Last name, First name\_Analyst**

**In your cover letter, provide us with:**

- A sense of who you are by being honest, creative, and “yourself.”
- Any experience with DEI in the workplace, and your own professional growth.
- Please include your desired location (Madison, WI, Tucson, AZ), or indicate if you wish to work elsewhere and how you will ensure collaboration and availability to your colleagues in a remote environment.

**Expect that we will carefully review all materials, including your cover letter. Incomplete applications will not be considered.**

ILLUME will accept applications until the position is filled.

## **WORKING CONDITIONS**

ILLUME employees work in a hybrid work environment and we continuously monitor public health guidelines to make any updates necessary to ensure the health and safety of all employees. This position requires sitting (or standing) for long periods of time at a computer; and communicating by telephone and email. The dress code at ILLUME is business casual (“pulled together”). This position requires some travel.

## **BACKGROUND SCREENING AND DRUG TESTING**

Many clients of ILLUME Advising require individuals who will be working with confidential information, visiting client customer homes or businesses, or meet another contractually required circumstance to pass a background screen and/or drug test. In the event you are assigned to work on a contract with client ordered screening requirements you will be required to complete the client’s required screening before working on the project with appropriate notice. The results of background screening and drug testing are used solely to meet client criteria for working on specific projects.

## COVID-19

As a federal contractor, ILLUME requires staff to have been vaccinated against COVID-19, or must be willing to receive a vaccine against COVID-19 within 45 days of hire where permitted by applicable law. This is a mandatory requirement except for employees with documented medical reasons and/or exceptions in accordance with the Civil Rights Act.

## CULTURE AND COMMITMENT AT ILLUME

**Our Vision:** ILLUME is the premier consultancy for advancing, re-envisioning, and equitably transforming the energy industry. We align clean energy and social justice imperatives and give primacy to human dreams and aspirations so that all can thrive in a clean energy future.

**Our Commitment to Team Values:** At ILLUME, we value the diverse lived experiences of our team. We view diversity, equity, and inclusion (DEI) as an on-going commitment and investment in the growth of our employees, the growth of our company culture, and the growth of our industry. By centering environmental justice, climate change mitigation, and social justice in our work, we aim to transform the way the energy industry looks at its challenges. We believe that our collective well-being depends on how well we explore, elevate, and communicate the experiences of all people who use the electric grid. We quantify the impacts of our public investments to reduce energy demand and mitigate climate change.

ILLUME considers our investment in our team as a long-term and mutual investment. At ILLUME, we're committed to building a valued business while ensuring rewarding careers for our employees. ILLUME does not discriminate in its employment practices regarding age, ancestry, arrest record, color, conviction record, creed, cultural background, disability, ethnicity, gender, gender identity or expression, marital status, military obligations, national origin, race, religion, sex, or sexual orientation.