



### **Position Description: Data Manager & Research Analyst**

**Energy Action Network (EAN)** is seeking a skilled project manager with expertise in data collection, research, analysis, and reporting to become a core part of our non-profit staff team in a permanent, full-time position.

EAN is a collaborative network of over two hundred non-profits, businesses, public agencies, and other organizations across Vermont working together in a collective impact framework on behalf of a common mission: to achieve Vermont's energy and climate commitments in ways that create a more just, thriving, and sustainable future.

The Network is supported by a 501(c)(3) non-profit organization, made up of a core staff team that serves both a backbone coordination and an independent data tracking and analysis role for the Network.

EAN produces an [Annual Progress Report for Vermont](#) that is a highly respected resource for tracking and analysis of Vermont's statewide progress toward its energy and emissions reduction commitments. EAN also convenes Network members at an [Annual Summit](#) and regular online and in-person gatherings, such as speaker series events and meetings of Network Action Teams/coalitions.

### **EAN Data Manager & Research Analyst Role**

EAN's Data Manager & Research Analyst will be supervised by the Executive Director and will also collaborate with EAN's Deputy Director & Network Manager and Network members.

This position requires collecting and organizing data; detail-oriented project management with a can-do attitude; patience and persistence in coordinating the efforts of organizational leaders with busy schedules; and the ability to carefully and accurately analyze complex energy and emissions data and to clearly and effectively report findings.

Specifically, responsibilities will include:

1. **EAN Data Collection and Analysis:**
  - Work with data partners from state agencies, utilities, and other organizations to collect and organize the data that underlie the information and analysis in EAN's online resources and printed publications
2. **Annual Progress Report for Vermont:**
  - Coordinate the data analysis, writing, peer review, editing, and production of the EAN [Annual Progress Report for Vermont](#)
3. **Additional Research, Analysis, and Other Responsibilities:**
  - Update the Vermont [energy and emissions dashboards](#) maintained by EAN

- Author or co-author research papers and research briefs for dissemination to the EAN Network and the broader public
- Collaborate with the Vermont Agency of Natural Resources and Public Service Department as they develop energy and emissions tracking tools
- Produce analysis for other communications vehicles, such as the EAN website and social media accounts
- Mentor and support interns and college classes that work with EAN
- Update the EAN website and develop online tools/data visualizations

### Required Skills/ Experience

- Familiarity and facility with energy data collection, organization, and analysis (specifically using Excel), ideally in the Vermont context
- Excellent project management and organizational skills: highly organized with attention to detail and ability to meet deadlines
- Strong people skills, especially in working with diverse sets of partners
- Excellent communications skills, both written and verbal
- Comfort with fast-paced, independent work environment with good time management skills

### Desired Skills/ Experience

- Experience working in highly collaborative relationships, including with high-level public and private stakeholders
- Experience managing complex projects
- Experience managing contractors or consultants
- GIS; Tableau or other data visualization experience

### Desired Attributes

- Strong personal commitment to the mission of EAN
- Familiarity with Vermont's economic & political culture and energy & climate landscape
- Sense of humor, patience, flexibility, and a can-do attitude

### Compensation & Location

- Salary for this core, full-time position will be commensurate with experience and qualifications, ranging between \$73,000 – \$83,000.
- Benefits include paid time off for vacation, holidays, and sick leave; a four-week sabbatical after every four years of service; a match of employee retirement contributions up to 3% of salary in a Simple IRA; employer sponsored disability and life insurance; and the option of health, dental, and vision insurance.
- This position is located at EAN's office in downtown Montpelier, VT, but will involve some travel around the state. Some remote work is possible.

**How to Apply:** Submit a resume and cover letter outlining your interest in the work of EAN and what you would bring to this important position to [jduval@eanvt.org](mailto:jduval@eanvt.org). Address applications to: Jared Duval, Executive Director, Energy Action Network. **Application review will begin Thursday Feb. 5, 2026.** Position open until filled.

*EAN is an equal opportunity employer.*