



Position Description

Delta Institute

12-2011

Technical Associate: Business Analyst

Grade 2

Reports to Director or Program Manager

Position Summary

The Technical Associate is responsible for applying specialized technical expertise in support of projects in Delta's key functional areas: programs, ventures and consulting.

Responsibilities

Project Management

- Manage multiple tasks for a variety of projects, complete tasks on time, within the provided budget and in alignment with Delta's core competencies including teamwork, initiative and adaptability, reliability and quality of work, innovation and creativity
- Implement projects and/or project tasks as part of a project team
- Participate productively in team planning and implementation meetings
- Provide technical skills to a variety of Delta programs and consulting projects
- Represent Delta at project and client meetings
- Work as member of a team to conceive and develop proposals

Relationship Management

- Communicate professionally with clients proactively, according to the project timeline
- Produce high quality project deliverables that meet client and partner expectations for clarity and accuracy

Functional Area Responsibilities: Business Analyst

- Research market conditions, perform competitive analyses and develop supply chain analysis for existing and proposed ventures and programs
- Provide economic and financial feasibility analyses for a range of sustainability projects and for new business ventures
- Provide support on consulting projects with product and technology research, data collection and quantification, and spreadsheet analysis

- Research and review data contained in industry and scientific reports
- Support the creation of innovative program and financing models
- Create presentations and reports, as assigned
- Work collaboratively with technical staff on research initiatives
- Support project development and proposal development, as assigned

Qualifications

- B.A. or B.S. in business, economics, or a related field, MBA preferred.
- One to three years of work experience preferred.
- Detail oriented, good organizational skills, a self starter, motivated and enjoy working in a team environment.
- Proficient in the use of the Microsoft Office suite and ability and interest in learning new applications.
- Strong writing and verbal communication skills.
- Knowledge of environmental sustainability and/or social enterprise issues a plus.

All Delta employees are

- Innovative and creative problem solvers
- Reliable and take pride in the quality of their work
- Adaptable and prepare for problems and opportunities in advance
- Collaborative and strongly value their working relationships

Delta is a center of innovation that creates market opportunities to achieve environmental sustainability and economic development. We work with a wide range of client partners in the Great Lakes region who are seeking sustainable strategies and solutions to today's environmental and economic challenges.

We tackle the hard problems using creative approaches that value natural resources, foster energy efficiency, and reduce and clean the waste stream. We design and build high impact programs and provide innovative business solutions that help create jobs and foster economic growth. We are a data driven organization that produces measurable and impactful solutions.

Delta offers its employees a competitive salary with a robust benefits package that includes generous vacation/sick leave, 401k, and medical, dental & vision insurance. Delta is an Equal Opportunity Employer.

Please email cover letter with salary requirements and resume as one pdf to: careers@delta-institute.org

Subject line: Business Analyst Position
No phone calls, please.