



Program Specialist

The DLC is seeking a motivated, highly organized, enthusiastic individual to join our team as a Solid State Lighting (SSL) Program Specialist. We are a dynamic, hardworking, and inspiring organization looking to expand our programs. The DLC team works across the US and Canada to drive market adoption of efficient lighting technologies. Lighting generates 5-6% of global emissions and we are working with federal, regional, state and utility efficiency administrators and the lighting industry across North America to raise the bar on lighting quality and efficiency across the globe. The DLC plays several roles as an educator, facilitator, liaison and expert to our different audiences, and effective programming is paramount to our success. The SSL Program Specialist is a new position and will manage and support DLC's activities related to managing the integrity of the DLC SSL Qualified Products List (QPL).

Position overview

This full-time position plays a key role in the future of the lighting industry by supporting the DLC, an organization that serves the US and Canada with the mission to drive high efficiency lighting solutions. This Program Specialist will primarily support DLC's SSL program.

About the DesignLights Consortium®

The DLC is a non-profit organization dedicated to driving energy efficiency through commercial lighting solutions. The DLC promotes high-quality, energy-efficient lighting products in collaboration with all industry stakeholders by defining quality and establishing specifications, facilitating thought leadership, and providing tools, resources, and technical expertise to members and industry.

Summary of DLC Program Activities

1. Developing and maintaining requirements for qualification to the Solid State Lighting Qualified Products List (SSL QPL)
2. Managing accessibility of qualified products and product data
3. Protecting the integrity of the SSL QPL through randomized product performance verification testing, enforcement of the DLC logo use policy, and protection against gaming and fraud
4. Engaging with and supporting DLC's industry and efficiency program stakeholders

Detail of DLC Program Specialist Job Responsibilities

- **Program development and implementation:** Support program design and implementation
- **Manage the integrity of the QPL:** Monitor and investigate product claims, manage outcomes
- **Develop and maintain vendor relationships** and negotiate agreements to ensure operating and financial efficiency
- **Establish a process for tracking performance metrics** to build a system of continuous improvement
- **Arrange for submission and inspection of sample products**, as required.
- **Research, Analysis and Tracking:** Conduct market research and analysis to support program development and innovation within the lighting industry
- **Stakeholder Engagement:** Manage engagement with vested stakeholders such as manufacturers, laboratories, implementers and efficiency organizations

Qualifications

- Demonstrated skills in project management
- Proven negotiating and relationship management skills
- Excellent verbal and written communications skills
- Demonstrated experience in successfully managing technical projects
- Degree in business, engineering, or related field
- Knowledge in lighting technologies, the lighting industry, including supply chain preferred
- Knowledge and/or experience in purchasing processes preferred

This position involves some travel (up to 15%) in the US and Canada to stay current with the industry, maintain productive relationships with members (efficiency organizations) and stakeholders, including manufacturers, labs, implementers and lighting designers, engage support for DLC's mission, products and services, and effectively coordinate with relevant external efforts. The position will report to the Program Manager of SSL - Operations. Location is flexible.

Application Process

To apply, please email a resume, along with a cover letter outlining your interest in DLC's mission, to Christina Halfpenny at chalfpenny@neep.org with a cc to Bob McTighe at bmctighe@neep.org. **No phone calls please.**

DLC is committed to an organizational culture of inclusion, diversity and equity. We are committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, sex, age, national origin, and physical or mental disability. We apply this policy to assure non-discriminatory practices in recruiting, hiring, training, promotion, compensation, benefits and all other activities.