**Technology Business Analyst**

Neighborhood Sun’s goal is to make renewable energy accessible for everyone, not just the select few. We do this through our industry-leading platform, Sun Engine (™), an advanced software platform that allows us to connect and manage thousands of customers to renewable energy projects. Join our team and be a part of building the best platform in the industry.

We’re a certified [B-Corp](https://www.bcorporation.net/what-are-b-corps), meaning we’ve met the most rigorous standards of social and environmental performance – we believe that business can be a force for good in the world, which is why we’re committed to serving our customers, employees, communities, and the planet**.**

Join our team and help us expand our software platform as we continue to invest in innovation and excellence in execution.

About this Position

* Requirements gathering, technical analysis and design, quality assurance testing, project management, release management, departmental interface, customer engagement.
* Evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions.
* Leading ongoing reviews of business processes and developing optimization strategies.
* Staying up-to-date on the latest process and IT advancements to automate and modernize systems.
* Conducting meetings and presentations to share ideas and findings.
* Performing requirements analysis.
* Documenting and communicating the results of your efforts.
* Effectively communicating your insights and plans to cross-functional team members and management.
* Gathering critical information from meetings with various stakeholders and producing useful reports.
* Working closely with clients, technicians, and managerial staff.
* Providing leadership, training, coaching, and guidance to junior staff.
* Allocating resources and maintaining cost efficiency.
* Ensuring solutions meet business needs and requirements.
* Performing user acceptance testing.
* Managing projects, developing project plans, and monitoring performance.
* Updating, implementing, and maintaining procedures.
* Prioritizing initiatives based on business needs and requirements.
* Serving as a liaison between stakeholders and users.
* Managing competing resources and priorities.
* Monitoring deliverables and ensuring timely completion of projects.

Qualifications

* A bachelor’s degree in business or related field or an MBA.
* A minimum of 3 years of experience in business analysis or a related field.
* Exceptional analytical and conceptual thinking skills.
* The ability to influence stakeholders and work closely with them to determine acceptable solutions.
* Advanced technical skills.
* Excellent documentation skills.
* Fundamental analytical and conceptual thinking skills.
* Experience creating detailed reports and giving presentations.
* Competency in Microsoft applications including Word, Excel, and Outlook.
* A track record of following through on commitments.
* Excellent planning, organizational, and time management skills.
* Experience leading and developing top-performing teams.
* A history of leading and supporting successful projects.

Working at Neighborhood Sun

This is a full-time, permanent position working Monday to Friday, with possible weekend work. We offer health insurance with vision and dental, matching retirement contributions, parking and metro coverage, as well as 15 personal days/year.

We encourage all our employees to take ownership over their roles as well as the opportunity to fail forward. We’re passionate about providing an inclusive atmosphere that let’s everyone’s voice be heard and provides opportunities for professional and personal growth.

How to Apply

Please send a resume and cover letter to hello@neighborhoodsun.solar.

We value diversity and inclusion and encourage all qualified people to apply. If we can make this easier through accommodation in the recruitment process, please contact us.