

Business Analyst

Inova Energy Group is looking for a Business Analyst to assist in the implementation of projects and small programs in the energy efficiency space. In this role, you will be responsible for working on various projects by performing requirements gathering, process documentation, and data analysis to continuously improve operations.

An ideal candidate would have some technical background and/or interest in topics such as energy efficiency, decarbonization, urban planning, renewable energy, climate change, and sustainability. However, the focus of this position is on seeking an energetic and dynamic individual who is interested in exponentially growing their career in a start-up-like environment. Inova is an equal opportunity employer.

This position is based in Chicago, Illinois and is currently remote.

Responsibilities

- Analyzes end-user needs and software designs.
- Creates process flowcharts, diagrams, and other related documentation.
- Works as a liaison between clients, vendors, and internal teams to provide solutions.
- Translates business requirements to application requirements. May evaluate existing applications and platforms and provides recommendations for improving application performance by conducting gap analysis, identifying feasible alternative solutions, and assisting in the scope of modifications.
- Participate in development of Agile sprint planning, and review sessions to communicate requirements and timelines with software developers.
- Lead ongoing meetings and reviews with clients and project teams to optimize processes and systems.
- Manage and execute User Acceptance Testing (UAT) with program teams and leadership.
- Ensures required change management activities to drive solution adoption take place as necessary.
- Perform other duties as assigned.

Qualifications and Skills

- Bachelor's degree from an accredited four-year college or university or equivalent work history.
- Two (2)+ years of experience working as business analysts and business requirements definition
- Demonstrated experience utilizing program and project management tools, such as JIRA, ServiceNow, confluence or Microsoft Project to plan, execute, and measure projects.
- Experience soliciting, gathering, and analyzing user input and requirements.
- Experience documenting user stories and creating to-be process flow diagrams.
- Experience in an Agile software development environment.
- Knowledge of all aspects of testing end-user products.
- Excellent documentation skills (requirement definitions, use cases, process flows, data models)
- Strong quantitative, analytical, and problem-solving skills.
- Highly detail-oriented and organized individual with the ability to manage multiple assignments and work with tight deadlines.
- Ability to expand job responsibilities, suggest improvements, and collaborate with others to generate ideas for improved processes.
- Self-starter with the ability to manage time, work independently and prioritize projects within established deadlines and handle multiple tasks simultaneously.
- Ability to work well independently and in a team setting.

- Good understanding of technology platforms and ability to explain technical concepts to the business users in the context of business requirements.

Preferred Additional Qualifications

- Two (2)+ years of experience in energy, decarbonization, climate, smart grid, climate resiliency, sustainability or other related work.
- Candidates with experience in Energy Efficiency tracking systems is preferred.
- MBA, PMP, LEED, or similar certification or the desire to obtain.

Benefits

Inova offers competitive salaries based on the candidate's qualifications and experience. Compensation for this position includes health and welfare benefits, 401k package, professional development opportunities, flexible work schedule with remote arrangements, and generous time off policies including three weeks paid vacation and paid holidays.

About Inova

Inova Energy Group is a woman-owned business (WBE) offering management consulting, strategic planning, and turnkey project delivery solutions to the clean energy and sustainability industries. Inova's work is project-based, with clients in the Midwest and Northeast regions and a focus on utility energy efficiency programs, decarbonization, renewable energy access, climate planning, and/or community resilience.

Since 2014, Inova Energy Group has served clients in public and private sectors with a variety of projects ranging from utility energy program design to stakeholder management, deployment of new technologies, statewide policy analysis, creation of climate action and mitigation plans, trainings, and the development of corporate sustainability strategies.

How we Work

At Inova, our greatest assets are the kind of people we attract. We pride ourselves in being an energetic and collaborative team, that strives for creative solutions and excellent delivery of work. We empower individuals to pursue their interests and continuously develop their professional skills, while working with a variety of projects and topics. As a small team, we rely on each other and leverage our skills and knowledge to think outside the box. We are nimble and passionate about our work – with the knowledge that what we do makes an impact in our communities and the world.

To Apply

Please submit a cover letter and resume to clamadrid@inovaenergygroup.com.