



Employment Opportunity: Project Manager (Zero Energy Market Development & Leadership)

About New Buildings Institute

New Buildings Institute (NBI) is at the forefront of a wide range of national and regional policy, program and technical initiatives focusing on high performance buildings. Widely respected in the industry for its leading-edge thinking on improving building performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state and local NGO's, agencies, utilities and companies to promote improved energy performance in buildings. Projects include building research, design guidelines, policy and code activities focused on making buildings better for people and the environment.

About the Position

NBI is seeking a Project Manager to become an integral part of the NBI organization. The position requires a motivated self-starter with strong organizational and analytical capabilities as well as the ability to communicate complicated topics in a manner that builds knowledge among targeted audiences. Project Managers may work in any of NBI's three program areas (Zero Energy Leadership and Market Development, Building and Program Innovation, Advancing Codes and Policy), but this position will focus on Zero Energy Market Leadership and Market Development.

NBI is focused on improving the performance of residential, commercial and multifamily buildings; successful candidates will have market knowledge and interest in building energy performance, advanced technologies, design strategies and the resulting benefits to occupants and the environment.

Responsibilities

NBI's efforts are grounded in strong technical research and analysis and communicating to the various market actors the policies and practices that are driving higher energy performance in the built environment. This position supports our efforts to advance the zero energy buildings market in all sectors. Responsibilities include the following:

- With direction from senior staff, oversee the management of assigned projects:
 - Draft and implement scopes of work, work plans, timelines and deliverables;
 - Develop and manage budgets;
 - Interface with the accounting department on invoicing;
 - Identify and solve problems during project implementation;
 - Ensure overall adherence to project schedules and deliverables;
 - Ensure efficient and cost-effective use of project resources.

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- Cultivate and maintain client and stakeholder relationships, as well as connections with industry organizations.
- Facilitate transfer and integration of NBI-developed tools and information to stakeholder groups.
- Conduct market research and analysis.
- Write and edit technical and guidance documents, project proposals and budgets.
- Manage development and delivery of educational programming and presentations in a professional and polished manner.
- Support other program efforts in the development and delivery of communications assets and releases of reports, guidance, presentations and other promotions.
- Support business development with proposal scoping, writing and delivery.
- Contribute to a positive work environment for staff.

Qualifications

Required

The Project Manager is a mid-level technical position with the following qualifications:

- Bachelor's degree required; Master's Degree preferred.
- Minimum of five years of professional experience working in energy efficiency advocacy, utility program implementation or green building consulting services.
- Knowledge of advanced building energy policies, programs and market transitions.
- Experience in, or deep knowledge of, advanced building practices, including architecture, engineering, building science or an energy efficiency-related field.
- Project management and leadership experience.
- Proven ability to effectively manage multiple projects simultaneously.
- Ability to perform under pressure, work with a wide variety of constituents and meet deadlines.
- Exceptionally strong writing and presentation skills, including public speaking.
- Ability to build professional relationships and partnerships with external market actors.
- Proficiency in MS SharePoint and Office software, including Word, Excel and PowerPoint.
- Good sense of humor and a collaborative work spirit.
- Approach to work that is positive, solution-oriented, optimistic and enthusiastic.
- Experience in effectively managing staff and volunteers.
- Eagerness to serve the public interest.
- An ability to go with the flow in a fast-paced, high-energy organization is a key to success in this job.

Desired

- Graphics capabilities (Adobe Creative Suite, PowerPoint, or others).
- Media relations experience.

New Buildings Institute is an equal opportunity employer

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- Experience writing winning proposals and other business development support.

Details

This position will be located at NBI's downtown Portland, Oregon, office, and is a full-time, exempt position. Salary depends on experience (\$65K-\$70K), and NBI offers a comprehensive benefits package. The position has a three-month probationary period.

NBI is involved in projects all over the United States, and occasional travel will be expected as part of the position. Travel expenses are reimbursed.

NBI is an equal opportunity employer. We believe in a work, life balance and are committed to our employees' health and well-being. NBI is also committed to diversity, equity and inclusion in all our work and activities, including hiring practices.

To apply

Email a cover letter and resume to info@newbuildings.org. Address your cover letter to:

Mary Hansel, Operations Manager
New Buildings Institute
623 SW Oak, Third Floor
Portland, Oregon 97205

References and a writing sample may be requested later. For more about New Buildings Institute, visit www.newbuildings.org.