

Operations and Human Resources Manager

About New Buildings Institute

New Buildings Institute (NBI) is a nonprofit, mission-driven organization committed to making a difference. Widely respected for its leading-edge thinking on improving building energy performance, we work to promote improved energy performance in policies and practices. NBI 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 an Operations and Human Resources Manager to become an integral part of our organization. We are looking for an enthusiastic, self-motivated and assertive professional with strong organizational and communication skills to lead our human resources (HR), information technology (IT), facilities, and management operations. This job is ideal for someone who is:

- Creative and resourceful - thrives at being a point person for problem solving
- Strategic, solutions, and process oriented – enjoys developing, implementing and maintaining policy and procedural solutions
- People-oriented – enjoys leading and interacting with people, and being at the front line of an organization
- IT savvy – enjoys improving work processes through technology innovation
- Communications maven – enjoys communicating with staff and management – frequently!
- Adaptable/flexible - enjoys doing work that requires frequent shifts in direction
- Achievement-oriented – seeks operational excellence and enjoys taking on challenges, even if they might fail
- Autonomous/Independent - self-starter who enjoys working with little direction

The Operations Manager (OM) has overall responsibility for administrative operations to support staff in delivering services in an effective and efficient manner. The ideal candidate will lead by example and proactively provide support and guidance to all employees. They will work closely with the management team to provide structure, support, policies, and procedures to facilitate effective staff development, productivity, retention and well-being. The Operations Manager is expected to exercise judgment, define work objectives, and determine methods and systems to meet a high level of excellence in performance and in achieving goals. New Buildings Institute is a fast-paced and entrepreneurial environment. We are seeking an individual who would enjoy immersing themselves in New Building Institute's culture and mission as we strive to mainstream advanced energy efficiency and carbon reduction measures in the built environment.

Responsibilities

Employment Opportunity: Operations Manager

Key responsibilities include:

- Oversee all aspects of the organization's human resources, facilities, IT, and operations.
- Oversee the organization's pay scale and benefits structure and ensure that all roles have an accompanying job description.
- Coordinate performance reviews and documentation for personnel files, the annual salary review process, and the annual benefits enrollment and ongoing employee benefits.
- Maintain Personnel Policies manual and ensure adherence to policies and legal requirements through internal process improvements and training.
- Review payroll.
- Serve as organizational liaison to the CEO and Directors, including meeting scheduling, agenda development, taking notes during meetings, and follow-up on action items.
- Manage the organization's office and insurance policies.
- Supervise the administrative staff.
- Support the organization's IT structure (planning, purchasing and vendor management).
- Oversee staff resource scheduling process.
- Coordinate travel / conference / presentation planning and attendance.
- Support and encourage team members.
- Other duties as assigned by the Chief Executive Officer.

This is a representative, not exhaustive, list of responsibilities.

Qualifications

Required

- Minimum of ten years progressive management/hands-on experience in Human Resources, and one or more of the other areas of the position's areas of responsibility.
- High proficiency with MS Office Suite (Outlook, Word, Excel) software.
- Experience with collaboration business tools, such as Microsoft SharePoint/Teams, Google Docs, GoToMeeting, etc.
- Excellent written, interpersonal, and verbal communication skills.
- Proven ability to effectively manage multiple assignments simultaneously, and work with a wide variety of constituents and meet deadlines.
- Self-motivated with a strong work ethic and desire to exceed objectives.
- Highly organized with acute attention to accuracy and detail.
- Unwavering integrity and persistence to follow up and follow through.
- Possess strong flexibility and ability to shift priorities when necessary.
- Collaborative work spirit.
- Eagerness to serve the public interest.

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Desired

- Bachelor's degree or graduate-level work in human resources.
- Working knowledge of nonprofit organizations.

Physical Demands

The physical demands listed below are representative of the physical requirements necessary for an employee to successfully perform this job. Reasonable accommodation can be made to enable people with disabilities to perform the essential functions of the job.

- While performing the responsibilities of this job, the employee is required to talk and hear, sit and use their hands and fingers, stand, walk, reach with arms and hands, climb or balance, and stoop, kneel, crouch or crawl, and lift and move up to 50 pounds.
- Close vision capabilities are required by this job.
- The noise level in the work environment is usually quiet to moderate, with many of the staff working away from the office.

Details

This is a full time, 40 hour per week exempt position located at NBI's downtown Portland, Oregon, office (remote during COVID-19). Salary commensurate with experience. NBI offers a comprehensive benefits package. The position has a three-month probationary period.

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

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