

Project Analyst

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 residential, commercial, and multifamily buildings that drive energy and carbon reduction. Widely respected in the industry for its leading-edge thinking on improving building energy performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state, and local NGO's, agencies, utility groups, and companies to promote improved energy performance in policies and practices. Projects include building research, design guidelines, carbon policies, and advanced code activities focused on making buildings better for people and the environment.

About the Position

NBI is seeking a Project Analyst to become an integral part of the NBI organization. The position requires an engaged, life-long learner 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 Analysts may work in any of NBI's three program areas (Getting to Zero Leadership and Market Development, Building and Program Innovation, Advancing Codes and Policy). This position will primarily focus on Building and Program Innovation.

Responsibilities

NBI combines research on leading-edge practices and technology applications for high performance buildings with a comprehensive understanding of commercial building market structure and the barriers that prevent efficiency. The Project Analyst will report to and work closely with Project Managers and Directors to implement project tasks on time and on budget. Key responsibilities include:

- Conduct technical research and data analysis.
- Develop data visualization and analysis summaries.
- Contribute to technical documents and case studies.
- Engage with leadership, staff, and clients on areas of work and results.
- Support the development of building performance technical guidelines and educational programs.
- Prepare for public meetings and technical hearings.
- Document findings in written reports and visual graphics.
- Convene and coordinate events.
- Recruit and organize stakeholders and their input.
- Research and coordinate nation-wide policies.

Current projects this position may support include:

- Advanced Water Heating Initiative (AWHI) – support on advancing Heat Pump Water Heaters on the West Coast and through a national effort.
- NBI's Getting to Zero Buildings Database – a comprehensive, interactive list of Zero Energy buildings across North America.
- The GridOptimal Buildings Initiative – evaluation of building-grid integration and impacts of time of energy use on emissions, cost, and grid support.
- Research and analysis on emerging technologies, and energy and carbon implications of technologies and/or policies.

Qualifications: *Required*

- Degree in architecture, engineering, building science, or a related field; or demonstrated experience in a building or energy-related field.

- Ability to clearly represent technical information for quick readability.
- Excellent oral and written communications skills, including with phone/email correspondence.
- Proficiency in Microsoft Excel, Word, and PowerPoint.
- Strong time management, organization of multiple active tasks, and documentation skills.
- Ability to work independently and collaboratively.
- High professional standards and ethics.
- Eagerness to serve the public interest.
- An ability to work within in a fast-paced organization

Qualifications: *Desired*

NBI is focused on improving the performance of buildings; successful candidates will have an affinity for and interest in building energy use, technologies, design strategies, and the resulting benefits to occupants and the environment.

- Advanced skills in Microsoft Excel (for example, Array calculations, Lookup functions, Pivot Tables).
- Familiarity with Microsoft SharePoint and/or Teams
- Interest in building science and market transformation to drive carbon reduction in buildings.
- Experience with a specific market sector (i.e., schools, offices) and/or building end use area (i.e., envelope, lighting, HVAC, and water heating).
- Experience working on outreach or campaign organizing and strategies.
- An understanding of how to use technical data to develop compelling graphics.
- Familiarity, or education in diversity equity, and inclusion in the workplace and/or within policy development.

Details

This position will be located at NBI’s downtown Portland, Oregon, office, and is a full-time, exempt position. During the COVID-19 pandemic, the office is closed, and staff are expected to work from home the majority of the time. Salary range is \$53,000 - \$77,000 and depends on experience. NBI offers a comprehensive benefits package. NBI offers on the job training including “lunch and learns,” and voluntary reading and discussion sessions. The position has a three-month probationary period. Post-pandemic, staff have the ability to work from home, as coordinated with their team.

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 or mail a cover letter and resume. Address your cover letter to:

Christopher Dean, 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, please visit <https://newbuildings.org/about-nbi/careers/> .