

Employment Opportunity: Project Manager - Codes and Policy (Codes and Policy Advancement Program)

Who we are:

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.

What we need:

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 Leadership and Market Development, Building and Program Innovation, Advancing Codes and Policy); this position will focus on Advancing Codes and Policy.

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

What you'll do:

NBI's efforts are grounded in strong technical research and analysis and working with leading jurisdictions to develop advanced building energy codes and carbon policies and roadmaps to drive higher energy performance in the built environment. This position supports our efforts to strengthen advanced code and policy strategies.

Responsibilities include the following:

- Manage multiple projects in a program area and keeping projects on task without losing sight of the bigger picture with direction from senior staff, including:
 - 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.
- Represent NBI externally. Present publicly to stakeholders, with the ability to customize messaging for audiences as diverse as local and state government officials, builders, architects, manufacturers, utilities, etc.
- Stay informed of energy codes-related initiatives and coordinate with partners and other thought leaders; 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.
- Review and assessment of client policies and codes.
- Integration of policies for low-energy buildings and renewable energy.
- Preparation for, and presenting at, public meetings and technical hearings.
- 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.

What we need:

Required qualifications

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

- Undergraduate in building science, engineering, architecture, or fields relevant to energy efficiency, construction, and buildings.
- Three to five years of professional experience working in energy efficiency, building architecture or engineering services, or public policy analysis and research.
- Experience in, or deep knowledge of, advanced building practices, including architecture, engineering, building science or an energy efficiency-related field.
- Knowledge of advanced building energy policies, programs, and market transitions.
- Strong writing and presentation skills, including public speaking. Able to synthesize and clearly articulate complex issues.
- Ability to build professional relationships and partnerships with external market actors.
- Proven ability to effectively manage multiple projects simultaneously.
- Ability to perform under pressure, work with a wide variety of constituents and meet deadlines.
- Ability to think flexibly and use interdisciplinary approaches to problem solving.
- 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.
- 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 qualifications

- Experience in mechanical system engineering and design.
- Experience working in state or local government.
- Experience in cost analysis for construction.
- Experience in code development (state, local, or national).
- Experience in energy modeling for code or certification.
- Experience developing and delivering training content.
- Graphics capabilities (Adobe Creative Suite, PowerPoint, or others).

What we offer:

This position is a full-time, exempt position. NBI's office is in downtown Portland, Oregon. Applicants outside the Portland area will be considered for this position. NBI is involved in projects all over the United States, and occasional travel will be expected as part of the position (travel has been temporarily suspended due to COVID-19). Travel expenses are reimbursed.

NBI is an equal opportunity employer and is committed to a policy of nondiscrimination on the basis of race, color, religion, national origin, gender, gender expression, age, marital status, sexual orientation, military status and disability in all of our work and activities, including hiring practices. We believe in a positive work/life balance and are committed to our employees' health and well-being. NBI is also committed to championing diversity, equity, and inclusion across all areas of our organization, and have enacted hiring practices to support this commitment.

Additionally, NBI offers the following for this position:

- Salary range: \$69,000 - \$78,000 (depending on experience and possibly location)
- Insurance benefits (100% of employee only premiums paid by NBI; new hires are eligible the first of the month after 30 days of employment):
 - Medical, vision & dental insurance
 - Life insurance
 - AD&D insurance
 - Long Term Disability insurance
- 160 hours of accrued PTO (combined vacation and sick for a full year)
- 11 paid holidays
- Additional optional benefits available the first of the month after 30 days of employment include: Flexible Spending Accounts (healthcare & dependent care); Health Savings Account; Accident insurance; Cancer insurance; Critical Illness insurance; Short Term Disability insurance; Term & Whole Life insurance; Identity Theft insurance; Pet insurance
- 401(k) with company and safe-harbor match available the first of the month after three months of employment
- A dynamic, collaborative, and exciting place to work full of passionate and dedicated people all working towards our collective mission!

How to apply:

Email a cover letter, resume, and salary requirements to info@newbuildings.org. Please write "Project Manager – Codes and Policy" in the subject line. References and a writing sample may be requested later. For more about New Buildings Institute, visit www.newbuildings.org.