



## Project Analyst

### 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.

### About the Position

NBI is seeking a Project Analyst to become an integral part of the NBI organization, working across NBI programs. The Project Analyst will work closely with Project Managers and Directors to implement project tasks on time and budget. The position requires a motivated learner with strong organizational and analytical capabilities as well as the ability to communicate complicated topics to internal team members. 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 Getting to Zero Leadership and Market Development.

### What You'll Do

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. Key responsibilities include:

- Manage assigned tasks including associated hours.
- Conduct technical research and analysis.
- Write technical documents and case studies.
- Research and organize building type and energy usage characterization information.
- Engage with leadership staff and clients on technical and policy issues.
- Contribute to building performance technical guidelines and educational programs.
- Prepare internal staff for public meetings and technical hearings.
- Document findings in written reports and visual graphics.
- Coordinate events.
- Promote events (workshops, webinars, and stakeholder meetings).
- Support recruitment and organization of stakeholders and their input.
- Research and coordinate nation-wide policies.

## **What We Need**

### ***Required Qualifications***

- Degree or graduate-level work in architecture, engineering, or a related field; or demonstrated experience in a building or energy-related field.
- Ability to interpret and represent technical information.
- Excellent oral and written communication skills, including phone/email correspondence.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Strong time management, organization, and documentation skills.
- Ability to work independently and collaboratively.
- Collaborative work style, flexibility, and high professional standards and ethics.

### ***Desired Qualifications***

NBI is focused on improving the performance of commercial 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.

- Microsoft SharePoint
- Graphics capabilities (Adobe Creative Suite, PowerPoint, or others).
- Advanced skills in Microsoft Excel (for example, Array calculations, Lookup functions, Pivot Tables).
- Experience in energy modeling.
- Interest in building science and market transformation to drive carbon reduction in buildings.
- Experience working on outreach or campaign organizing and strategies.
- Eagerness to serve the public interest.
- An ability to go-with-the-flow and adjust in a fast-paced organization is the key to success in this job.
- Prior experience and training around diversity, equity, and inclusion topics.

### **Additional Details**

This position is a full-time, exempt position. NBI's office is in downtown Portland, Oregon. Qualified candidates outside of the Portland area are encouraged to apply as we will consider hiring in remote work location. 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 limited 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:

- Base salary range: \$48,000 – 58,000 (may be negotiable depending on experience and 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; and Long Term Disability insurance
- 160 hours of accrued Paid Time Off (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

**To apply**

Email a cover letter and resume to [info@newbuildings.org](mailto:info@newbuildings.org). Address your cover letter to:

Christopher Dean  
New Buildings Institute  
151 SW 1<sup>st</sup> Avenue, Suite 300  
Portland, OR 97204

References and a writing sample may be requested later. For more about New Buildings Institute, please visit [www.newbuildings.org](http://www.newbuildings.org).