



Employment Opportunity: Project Manager (Advancing Codes and Policy)

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 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 performance of residential, commercial, and multifamily buildings through passage of codes and policies focused on decarbonization; successful candidates will have interest in working directly with state and local governments to enact solutions in the areas of 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 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 by directly supporting jurisdictions.

Responsibilities include the following:

- Engage in base and stretch code adoption efforts across multiple jurisdictions.
- Participate in coordination with partner organizations and state and local government contacts.
- Coordinate with Codes and Policy Team on state and local policy efforts, resources and key relationships
- 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.
- Cultivate and maintain client and stakeholder relationships, as well as connections with industry organizations.
- 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.
- 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.
- Three to five years of professional experience working in state or local energy policy, energy efficiency advocacy, or green building consulting services.
- Knowledge of building energy codes and policies.
- 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.
- Strong writing and presentation skills.
- 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.
- Eagerness to serve the public interest.
- An ability to go with the flow in a fast-paced, high-energy organization.

Desired

- Master's Degree in Architecture, Engineering or related field.
- Experience with public speaking.

Details

This position is a full-time, exempt position. NBI's office is in downtown Portland, Oregon. Qualified candidates outside of the Portland area will be considered and can work remotely. 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: \$65,000 – 75,000 (may be negotiable depending on experience and location)
- Benefits (100% of employee only premiums paid by NBI; new hires are eligible the first of the month after 30 days of employment) include: Medical, vision & dental insurance; Life insurance; AD&D insurance; Long Term Disability insurance; 160 hours of accrued Paid Time Off (combined vacation and sick for a full year); and 11 paid holidays.
- Additional optional benefits 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!

To apply

Email a cover letter and resume to info@newbuildings.org. Address your cover letter to:
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Portland, OR 97204

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