

Project Manager Leadership & Market Development

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 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 Leadership and Market Development which drives market engagement, collaborations, and growth in decarbonization of the buildings sector and supports related initiatives and projects.

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:

The position will support management and implementation of projects that increase scale of understanding and capability to design, construct and operate net zero buildings—both residential and commercial. These practices include advanced efficiency measures, renewable energy and storage, electrification, embodied carbon and building-grid integration. Projects include, but are not limited to, education and training efforts, development of guidance and tools, and partnerships that advance uptake of net zero goals in projects, programs and company commitments. This manager will have strong industry relationships and inspire others to advocate for low-energy and decarbonization practices.

Responsibilities:

- Manage project work under direction from senior staff, including:
 - Draft and implement scopes of work, work plans, timelines and deliverables.

- Schedule and facilitate meetings of working groups
- Engage in needed research and analysis
- 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
- Write and edit technical reports and guidance documents.
- Provide technical and data analytics support on the project
- Prepare for, and present at, public meetings and technical hearings with clients and stakeholder groups, including webinars and conferences, on the projects managed.
- Stay informed of technical and policy issues in the building efficiency and decarbonization space through industry reports and newsletters.
- 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 writing and delivery.
- Contribute to a positive and collaborative work environment as a team player.

What we need:

Required qualifications

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

- Undergraduate or graduate degree in building science, environmental science, engineering, architecture, or fields relevant to energy efficiency, construction, and buildings.
- Three to five years of professional experience working in the buildings and energy related industry. For example, work related to, energy efficiency, building architecture or engineering, energy consulting services, demand side utility programs, measures related to electrification
- Knowledge of advanced building energy technologies, policies, programs, and the current market landscape.
- Strong writing and presentation skills, including public speaking. Able to synthesize and clearly articulate complex issues.
- Ability to coordinate professional relationships and partnerships with external market actors.
- Proven ability to effectively manage multiple projects simultaneously.
- Experience using project management tools and processes.
- 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, Teams, 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

- Graduate degree in building science, engineering, architecture, or fields relevant to energy efficiency, construction, and buildings.
- Strong market relationships with the AEC, Commercial Real Estate and other key audience segments.
- Experience working with collaboratives and on campaigns.
- 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. 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: \$65,000 - \$75,000 (may be negotiable depending on experience and location)
- Benefits include (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 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
- 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 – Leadership and Market Development Program" in the subject line. References and a writing sample may be requested later. For more about New Buildings Institute, visit www.newbuildings.org.