

Director Leadership and Market Development Program

About the Position

This position requires a deep understanding of, and network with, national efficiency industry and funding sources to transform the built environment for energy and carbon benefits.

The ideal candidate should be self-motivated, self-directed and have strong leadership, organizational and analytical capabilities as well as the ability to communicate about complicated topics in an approachable manner. Business development, leading and managing complicated projects with competing deadline and varying deliverables, directing and mentoring other staff, and working with the NBI management team on strategic and organizational effectiveness are all primary responsibilities. Directors work collaboratively across NBI's three program areas (Leadership and Market Development, Building and Program Innovation, Advancing Codes and Policy); this position will be heading the Leadership and Market Development including net zero market engagement and advancement, training and education, tool and resource development, and platforms that facilitate information sharing and dissemination.

Responsibilities

The Director is both an industry and NBI leader and works across a variety of platforms to support the organizational goals towards net zero building transformation by mid-century. Director responsibilities include the following:

Strategy Development and Implementation

- Map out opportunities for strategy discussions, field engagements, and linkages between different stakeholder groups working in ultra-low energy and carbon neutral buildings.
- Working with Staff, lead the development, coordination and effective implementation of NBI's near and long-term Leadership and Market Development Program, covering such areas as market engagement and advancement, training and education, tool and resource development, and platforms that facilitate information sharing and dissemination.
- Assist in the development and dissemination of NBI education, training, tool development using the Getting to Zero platform as a conduit.
- Evaluate and pursue opportunities to partner with other organizations.
- Cultivate and maintain client and stakeholder relationships, partners on project implementation. as well as connections with industry players and organizations.

Business Development and External Leadership

- Develop business plans and market development strategy for NBI research, tools, guides, education and training, and consulting opportunities.
- Identify potential projects/initiatives, and NBI resources/consultants to carry them out.

- Seek and respond to proposals; fully manage proposal development and submittal.
- Serve as a national thought leader; be highly informed on industry trends on such topics as net zero energy, carbon neutral buildings, policies, electrification, decarbonization, building grid-integration and others.
- Develop or maintain regional and national contacts with allied organizations and industry officials to ensure and elevate the effectiveness, efficiency, and relevance of NBIs work.
- Establish awareness of NBI presence and expertise by maintaining relationships with stakeholders, funders, and other experts.
- Represent NBI by disseminating best practice information: publishing papers and blogs, using social media, giving talks, and making presentations.

Management and Operations

- Contribute to the organizational structures and processes that help internal management.
- Supervise and mentor staff for their professional development. Conduct staff performance assessments in conjunction with the Operations Manager.
- Participate in Directors Meetings.
- Prepare for, and participate in, Board meetings as requested.

Program and Project Leadership

- Develop, manage and represent financial, project and strategic status of the Leadership and Market Development portfolio.
- Lead major projects, assuring appropriate management and delegation of roles and tasks to other staff and resources.
- Support staff leading and working on projects within the Leadership and Market Development Program. Track project progress and help staff to assure quality and impactful outcomes.

Qualifications - This is a c-level position with the following requirements:

- Degree in building science, engineering, architecture, building development/finance or relevant fields to energy efficiency and buildings and/or a minimum of 12 years of experience in energy efficiency, architecture or engineering services, public policy analysis and research.
- Demonstrated leadership as a senior manager of people, projects, and strategy able to develop and support teams for excellent outcomes.
- High level of professional relationships and partnerships with external market actors.
- Strong facilitation and negotiation skills, with experience creating collaboration and consensus among internal and external stakeholders.
- Successful track-record of managing collaborative ventures to drive local, state or national building progress and outcomes.
- Proven ability to apply sound political and strategic judgment in complex situations.

- Proven ability to effectively manage multiple projects simultaneously.
- Outstanding writing and presentation skills. Able to synthesize and clearly articulate complex issues.
- Ability to think flexibly and use interdisciplinary approaches to problem solving.
- Proficiency in 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.
- Strong intellect, creativity, flexibility, drive, and entrepreneurial capabilities.

What we offer:

This position is a full-time, exempt position. NBI's office is in downtown Portland, Oregon. Qualified candidates outside 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: \$110,000 – 150,000 (commensurate with experience)
- 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 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 "Director" in the subject line. References and a writing sample may be requested later. For more about New Buildings Institute, visit www.newbuildings.org.