



Project Analyst 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 non-governmental organizations, 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 Leadership and Market Development team. This position will have a specific and strategic focus on the K-12 schools market, and will spearhead work on healthy, efficient, carbon-neutral school campaigns. The position will drive school participant engagement, collaborations, and growth in decarbonization of K-12 school buildings across the United States. This position will work closely with NBI Communications to support related initiatives and projects.

Successful candidates will have market knowledge and interest in K-12 schools. This may include school funding, decision making and organizational structures, key stakeholders, specific technologies and approaches to greenhouse gas reduction, 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 healthy, energy efficient, carbon neutral buildings and portfolios. These practices include efficiency measures, electrification, embodied carbon and distributed energy resources.

This position will have a heavy focus on data collection and organization. Projects include, but are not limited to, data analysis, education and training efforts, development of guidance and tools, and partnerships that advance uptake of carbon neutral goals in projects, programs and district commitments.

Key responsibilities include:

- Manage assigned tasks including associated hours.
- Engage in needed research and analysis
- Track key program metrics

- Organize and maintain project contacts
- Identify and solve problems during project implementation
- Research and organize building type and energy usage characterization information.
- Engage with leadership staff and clients on technical and policy issues.
- Document findings in written reports, guidance documents, case studies, and visual graphics.
- Schedule and take notes at meetings of cohorts, working groups, and other events
- Promote events (workshops, webinars, and stakeholder meetings).
- Support recruitment and organization of stakeholders and their input.
- Stay informed of technical and policy issues in the building efficiency and decarbonization space through industry reports, newsletters, and webinars.
- Cultivate and maintain great client and project team relationships

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.
- Knowledge of the K-12 schools market landscape with two to three years of working directly with educational institutions
- Ability to interpret and represent technical information.
- Excellent oral and written communication skills, including phone/email correspondence.
- Ability to coordinate professional relationships and partnerships with external market actors.
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias.
- 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 and a passion for school and district sustainability.
- An ability to go with the flow in a fast-paced, high-energy organization is a key to success in this job.

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.

- Interest in building science and market transformation to drive carbon reduction in buildings.
- Experience working on outreach or campaign organizing and strategies.

- Experience working with collaboratives and on campaigns.
- Strong market relationships with the AEC, school advocacy organizations and other key audience segments.
- Advanced skills in Microsoft Excel (for example, Array calculations, Lookup functions, Pivot Tables).
- Graphics capabilities (Adobe Creative Suite, PowerPoint, or others).
- Experience in energy modeling
- Diverse lived experiences

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 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 (commensurate with 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
- 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 and resume to careers@newbuildings.org. Please write "Analyst" in the subject line. References and a writing sample may be requested later. For more about New Buildings Institute, please visit www.newbuildings.org.