

## Director of Codes and Policy

### About New Buildings Institute

New Buildings Institute (NBI) is at the forefront of a wide range of national and regional policy, technical, market, and program initiatives focusing on high performance buildings. Widely respected in the industry for its leading-edge thinking on improving building performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state, and local agencies, non-governmental organizations, utilities, and companies to promote improved energy performance in buildings. Projects include building research, design guidelines, policy and code activities focused on making buildings better for people and the environment.

### About the Position

NBI is currently seeking a Director of Codes and Policy to lead the organization's work in advancing codes and policies that deliver healthy, efficient, and carbon neutral buildings across the U.S. This position requires a technical understanding of national and state building energy codes and policies, along with a deep network of and history of collaboration with partners and stakeholders across state and local jurisdictions, the federal government, and nongovernmental organizations. The Director will serve as both an industry and NBI leader working across a variety of platforms to implement projects in support of NBI's goals of transformation to decarbonize U.S. building sector by 2050.

The ideal candidate is 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. Primary responsibilities include leadership of the Codes and Policy team oversight of client-facing projects, business development, directing and mentoring staff, and working with NBI's leadership team on strategic planning and execution that drives organizational impact. The Director will serve as a thought leader and strategic implementer for the organization, and will lead NBI's engagement in external local, state, and national policy venues.

The Director will also work collaboratively with NBI's two other primary program areas, Building Innovation and Leadership & Market Development, to expand the organization's overall impact on net zero energy and carbon market advancement through NBI-wide initiatives.

### Job Duties & Responsibilities

#### *Program and Project Leadership*

- Provide oversight and management support of program areas involving code and policy research, writing, advocacy, education, and more.
- Own the program's strategic roadmap for developing and implementing new initiatives and projects that yield innovative policy implementation, market adoption, end-consumer participation, and the creation of new programs for the organization.

- Develop, manage, and analyze the financial performance and strategic impact of the program portfolio in ways that ensure quality deliverables and beneficial outcomes.
- Lead growth activities such as NBI's "Codes for Climate" Initiative, which provides achievable pathways for cities and states to adopt climate-aligned codes.
- Develop and maintain relationships clients and the consultants and subcontractors that support our project work.
- Ensure the appropriate management, delegation, mentorship, and professional development of program team members.
- Foster an environment of innovation by solving problems using critical thinking and creativity.

#### *Strategy Development and Implementation*

- Lead the creation of near and long-term strategic plans for the program that generate market adoption, pilot programs, consumer uptake, stakeholder training and education, tool and resource development, and innovation.
- Oversee the development of NBI's long term technical research agenda, design tools and guidance, industry best practices, and other resources that drive the adoption of zero energy and zero carbon building energy codes and policies.
- Participate in the cultivation of strategic relationships with clients, funders, and partners.
- Work with other program Directors to develop and implement cross program strategies, projects, and initiatives.

#### *Business Development and External Leadership*

- Lead the development and implementation of strategic business opportunities that result in the adoption of ultra-low energy and carbon neutral building codes and policies.
- Support the Business Development team's efforts to win funding proposals in industry areas such as net zero energy, carbon neutral buildings, electrification, decarbonization, building grid-integration, embodied carbon, urban heat islands, and others.
- Serve as an industry thought leader and subject matter expert in ways that yield increased awareness of NBI's expertise and capabilities.
- Develop and maintain contacts with allied organizations, industry officials, elected officials, policymakers, and others.
- Generate new work opportunities by developing relationships with strategic partners, funders, industry influencers, corporate leaders, and government officials at all levels of government.
- Enhance and extend NBI's mission impact by establishing connections between disparate stakeholder groups.
- Represent NBI through the dissemination of best practice information through

published papers and blogs, social media communications, moderating or speaking at in-person and virtual conferences and events.

#### *Program Management and Organizational Operations*

- Supervise and mentor program staff in ways that support their success and professional development in programs, projects, and initiatives.
- Advocate for growth of program resources and staff development in leadership meetings and annual planning processes.
- Working with the Human Resources Manager, conduct staff performance assessments and contribute to professional development and growth plans.
- Ensure the appropriate management, delegation, mentorship, and professional development of program team members.
- Participate in leadership and Board meetings in ways that contribute to improved organizational culture, efficiency, and effectiveness.

#### **Qualifications**

##### *Required*

- At least 12 years' professional experience in energy efficiency, architecture, engineering, or construction development with a strong focus on building energy codes and policies.
- Bachelor's degree in business administration, building science, architecture, energy policy, engineering, design, construction, or related field.
- Demonstrated leadership as a senior manager or director of people, projects, and strategy that can develop and support teams that achieve excellent outcomes.
- Qualitative professional relationships and partnerships with key industry stakeholder organizations and leaders that can be translated to new business and funding opportunities for NBI.
- Verifiable fundraising experience with private, public, or nonprofit sources.
- Strong facilitation and negotiation skills that result in collaboration and consensus amongst disparate stakeholder groups.
- Proven ability to apply sound political and strategic judgment in complex situations.
- Proven ability to effectively manage multiple programs and projects simultaneously.
- Outstanding writing and presentation skills; able to synthesize and clearly articulate complex issues.

##### *Desired*

- Master's or post graduate education in building science, architecture, energy policy, engineering, or construction/property development.
- Comfortable describing both the technical and policy mechanisms needed to advance zero energy and zero carbon codes and policies.

- Track record of leading effective outcomes related to local, state, or national building and energy codes and policies.

### Reporting Structure

This position reports to the Chief Executive Officer and supervises Associate Directors within the Codes & Policy program, with overarching responsibility for all team members in the program.

### 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 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: \$135,000.00 - \$170,000.00 (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 and dental insurance, Life insurance, AD&D insurance, Long Term Disability insurance.
- 240 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!

### To Apply

Email a cover letter, resume, and salary requirements to [Careers@NewBuildings.org](mailto:Careers@NewBuildings.org). Please write "Director of Codes & Policy" in the subject line. Reference and background

checks are performed prior to employment.

*For more about New Buildings Institute, visit [www.NewBuildings.org](http://www.NewBuildings.org).*

*New Buildings Institute is an equal opportunity employer.*