

## Senior Project Analyst

### 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 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, building professionals and others to promote improved energy and carbon 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 seeking a Senior Project Analyst to support a variety of work efforts in our Codes & Policy program. Project work will focus on existing buildings and incremental costing analyses related to embodied carbon, building electrification, and more. The Senior Project Analyst will support our nonprofit's rapidly growing efforts to make buildings better for people and the environment through client- and public-facing projects. The position requires a motivated learner with strong analytical capabilities and an ability to support multiple projects at a time.

The ideal candidate has more than three years' experience working with residential and/or commercial building and energy codes and policies. Experience with existing buildings and costing analyses is preferred. As with all positions at NBI, we seek someone with an affinity for and interest in building energy use, technologies, design strategies, carbon reduction, and the resulting benefits to occupants and the environment.

### Job Duties & Responsibilities

#### *Client Facing Project Work*

- Projects include, but are not limited to, data collection and analysis, development of policy guidance and tools, and stakeholder engagement activities that advance uptake of carbon neutral goals in projects, programs, and jurisdiction commitments.
- Become a subject matter expert in practices such as existing buildings, efficiency measures, electrification, embodied carbon, and distributed energy resources.
- Manage assigned project tasks and meet requirements for time and budget tracking and other program metrics.
- Identify and solve problems during project implementation.
- Assist senior staff in preparing for public meetings and technical hearings.
- Cultivate and maintain great client and project team relationships.

#### *Industry Research and Analysis*

- Conduct detailed research, characterization, and costing analysis of building decarbonization, electrification, and other codes and policies related to existing and new buildings.
- Stay informed of technical and policy issues in the building efficiency and decarbonization space through industry reports, newsletters, and webinars.
- Engage in needed research and analysis and document findings in written reports, guidance documents, case studies, and visual graphics.
- Ideate, propose, shape, and perform technical research in cutting-edge building and energy code and policy topics.
- Conduct research that provides cutting-edge code and policy guidance on decarbonizing new and especially existing buildings equitably to local and national organizations.
- Collaborate with senior staff on technical research and analysis to inform the building industry about necessary advancements to meet coming climate policies.

#### *Resource Development*

- Support the development of high-performance and carbon neutral building case studies, design guidance, fact sheets, utility-focused resources, publications, positions, and recommendations that are technically defensible and grounded in fact.
- Support the completion of client and internal reports, presentations, and technical materials and resources.
- Write, review, and publish technical documents, guidance documents, peer reviewed papers, and policy and code proposals.

#### *Additional Project Work May Include*

- Provide subject matter expertise in building code and policy topics to clients, peers, and project teams.
- Supporting other program efforts in the development, critique, edit, and delivery of communications assets and releases of reports, guidance, presentations, and other promotions.
- Supporting business development with proposal scoping, writing and delivery.
- Supporting the expanded knowledge of NBI staff by sharing lessons learned and new information.

#### **Qualifications**

##### *Required*

- Three years' professional experience in architecture, engineering, energy efficiency, or energy-related field with a focus on one of the following areas: decarbonization advocacy, code development and implementation, utility program implementation, green building consulting services, code development and implementation. (Additional advanced education may substitute for professional experience.)

- Bachelor's Degree or graduate-level work in architecture, engineering, or a related field; or demonstrated experience in a building construction or energy-related field.
- Experience in, or deep knowledge of, advanced building practices, including architecture, engineering, building science or an energy efficiency-related field.
- Ability to interpret and represent technical information.
- Attention to detail and ability to coordinate and track project tasks to help ensure completion.
- Excellent oral and written communication skills, including phone/email correspondence.
- Ability to coordinate professional relationships and partnerships with external market actors.

*Desired*

- Experience in existing building energy, carbon and cost analysis, energy modeling for code or certification.
- Experience working in state or local government, or with local, state or federal government agencies.
- Experience in mechanical or electrical system engineering and design. Experience with whole building lifecycle assessments
- Advanced skills in Microsoft Excel (for example, Array calculations, Lookup functions, Pivot Tables).
- Familiarity with advanced data analytics tools such as Tableau, PowerQuery, and Python.

**Reporting Structure**

This position reports to a Senior Project Manager in the Codes & Policy program.

**What We Offer:**

This position is a full-time, exempt position. NBI's office is in downtown Portland, Oregon in the PAE Living Building. 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: \$60,000.00 - \$75,000 (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 and 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!

### **To Apply**

Email a cover letter, resume, and salary requirements to [Careers@NewBuildings.org](mailto:Careers@NewBuildings.org). Please write "Senior Project Analyst – Codes and 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.*