

Project Manager – Codes & Policy

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, 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 seeks a Project Manager to join our team of talented code and policy researchers, consultants, advocates, and educators. The Project Manager will lead projects that yield client success and progress toward NBI's mission to decarbonize the built environment. Successful candidates must have experience performing technical analysis on detailed and challenging codes and policies. Important topics include building decarbonization, building resilience, energy efficiency, urban heat island, impacts of embodied carbon, equity in the built environment, and more. The Project Manager will represent NBI and clients in codes and policy research, development, and implementation at the national, state, and local levels. Additionally, the Project Manager will report to the Associate Director and regularly collaborate with NBI's Business Development and Marketing & Communications teams, as well as other program teams including Leadership & Market Development and Building Innovation.

Job Duties & Responsibilities

Technical Expertise

- Act as a consultant to clients in transposing their goals into code and policy technical language, materials, and strategies that yield measurable results.
- Lead the completion of client and internal reports, presentations, and advocacy materials.
- Provide subject matter expertise in building code and policy topics to clients, peers, and project teams.
- Develop publications, positions, and recommendations that are technically defensible and grounded in fact.
- Write, review, and publish technical documents, guidance documents, case studies, peer-reviewed papers, and policy, and code proposals.
- Ideate, propose, shape, and perform technical research in cutting-edge building decarbonization and energy code and policy topics.

- Conduct research that provides innovative code and policy guidance on decarbonizing 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 achieve climate policy goals.

External Leadership

- Serve as a subject matter expert on building decarbonization code and policy topics.
- Cultivate and maintain client and stakeholder relationships, as well as connections with industry organizations.
- Prepare and present to stakeholders in public meetings and technical hearings with the ability to customize messaging for audiences including local and state government officials, builders, architects, manufacturers, utilities, and others.
- Represent NBI by presenting best practices information and raising awareness about the organization's critical information and resources in meetings and presentations, published papers, webinars, and by participating in talks at conferences and events.
- Stay informed of climate, energy, resilience, and related relevant policies and coordinate with partners and other thought leaders.
- Facilitate knowledge transfer and integration of NBI-developed tools and information to external stakeholder groups.

Project Management

- Draft and implement scopes of work, work plans, budgets, timelines, and deliverables.
- Develop and manage budgets while ensuring efficient and cost-effective use of project resources to meet client needs.
- Interface with the accounting department on invoicing.
- Identify and solve problems during project implementation.
- Ensure overall adherence to project schedules and deliverables.
- Clearly and regularly communicate with project staff at NBI and partner organizations about time commitments, task assignments, and progress to ensure projects remain on time and within budget.
- Manage development and delivery of educational programming and presentations in a professional and polished manner.
- Participate in negotiating vendor and subcontractor contracts and manage contracts.

Additional Program and Project Areas

- Support other program efforts in the development, critique, edit, and delivery of communications assets and releases of reports, guidance, presentations, and other promotions.
- Support business development with proposal scoping, writing, and delivery.
- Provide project direction and other support for new and junior staff.

- Support the expanded knowledge of NBI staff by sharing lessons learned and new information to improve knowledge, processes, and strategies.

Candidate Qualifications

Required

- Three to five years of professional experience working in energy efficiency/decarbonization/building advocacy, code development and implementation, utility program implementation, green building consulting services, or code development and implementation.
- Bachelor's Degree in architecture, engineering, policy, or related field.
- Experience in, or deep knowledge of, advanced building practices, including architecture, engineering, building science, or building decarbonization-related field.
- Project management and leadership experience.
- Proven ability to effectively manage multiple projects simultaneously.
- Ability to perform under pressure, work with a wide variety of constituents and meet deadlines.
- Strong writing and presentation skills, including public speaking.
- Ability to build and maintain professional relationships and partnerships with external market actors.
- Attend and participate in monthly company-wide training opportunities.

Desired

- Master's Degree or graduate-level work in architecture, engineering, policy, or related field.
- 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 resilient building design strategies.
- Knowledge of urban heat island mitigation strategies.
- Experience in energy modeling for code or certification.
- Experience developing and delivering training content.
- Experience writing winning proposals and other business development support.
- Graphic design capabilities (Adobe Creative Suite, PowerPoint, or others).
- Familiarity with advanced data analytics tools such as Tableau, PowerQuery, and Python.
- Media relations experience.

Reporting Structure

This position reports to an Associate Director within the Codes & Policy team.

Location

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.

Compensation and Benefits

NBI offers the following for this position:

- Base salary range: \$69,817.00 - \$94,253.00 (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
- 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!

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.

We understand that your career search may look different than others. Our hiring team wants to make sure that this would be a fit not just for us, but for you long-term. If you are actively looking or starting to explore new opportunities, send us your application! Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single requirement. At New Buildings Institute, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly

with every single qualification in the job description, we encourage you to apply anyways.

To Apply

Email your resume and salary requirements to Careers@NewBuildings.org. Please write “Project Manager – Codes & Policy” in the subject line. Reference and background checks are performed prior to employment. Any applicant with a mental or physical disability who requires an accommodation during the application process should contact Careers@NewBuildings.org to request an accommodation.

For more about New Buildings Institute, visit www.NewBuildings.org.

New Buildings Institute is an equal opportunity employer.