

# Project Manager (Getting to Zero) – Leadership and Market Development

## 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 become an integral part of the Leadership and Market Development team. Current team activities are focused on NBI's Next Gen program to inspire the next generation to pursue jobs related to clean buildings, the Getting to Zero Forum, an annual convening of experts, policymakers and community-based organizations interested in building decarbonization, and market transformation in K-12 schools. The Project Manager will support our nonprofit's rapidly growing efforts to make buildings better for people and the environment through these and other client facing projects. The position requires a motivated learner with strong organizational and analytical capabilities as well as the ability to support multiple projects at a time.

NBI is a national leader in advancing building decarbonization. We seek a candidate with an affinity for and interest in market engagement, event management, and direct work with students. The Project Manager will support industry collaboration and learning and have the rewarding experience of engaging with the next generation of industry leadership.

## Job Duties & Responsibilities

### *Leadership & Market Development*

- Support the 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.
- Projects include, but are not limited to, events and other education efforts, development of guidance and tools, partnership management, and direct student engagement.
- Contribute value to client work and our organization's mission by becoming a subject matter expert in practices including efficiency measures, electrification, embodied carbon, and distributed energy resources.
- Identify and solve problems during project implementation.
- Support meetings and events with promotion, agenda development, note taking, and other needs.
- Cultivate and maintain great client and project team relationships.

- Support recruitment and organization of project contacts, stakeholders and their input, and students and mentors.
- Engage in needed research and analysis and document findings in written reports, guidance documents, case studies, and visual graphics.

### *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.
- Manage assigned project tasks and meet requirements for time and budget tracking and other program metrics.
- 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.
- Participate in negotiating vendor and subcontractor contracts and manage contracts.

### **Candidate Qualifications**

#### *Required*

- Three to five years of project management experience.
- Attention to detail and ability to coordinate and track project tasks and budgets to help ensure completion.
- Ability to research and translate data into case studies, reports, databases, and other work products.
- Excellent oral and written communication skills, including phone/email correspondence.
- Comfort with public speaking and meeting facilitation.
- Ability to develop, maintain, and coordinate professional relationships and partnerships with a variety of market actors.
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias.
- Proficiency in Microsoft Office software including Word, Excel, PowerPoint, Teams.

#### *Desired*

- Market knowledge and interest in building science and market transformation to drive carbon reduction in buildings.
- Experience working on outreach or program organizing and strategies.
- Experience with event planning and management.

## **Reporting Structure**

This position reports to the Senior Project Manager of the Leadership & Market Development 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 a remote work location.

## **Compensation and Benefits**

NBI offers the following for this position:

- Base salary starts at \$71,911.51- \$97,080.59.
- The candidate's final salary offer will be based on the candidate's skills, education, work location, and 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](mailto:Careers@NewBuildings.org). Please write "Project Manager – Leadership and Market Development (GTZ)" 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](mailto:Careers@NewBuildings.org) to request an accommodation.

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

*New Buildings Institute is an equal opportunity employer.*