

## **Senior Project Manager (New York / Northeast Region) – 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 is seeking a Senior Project Manager to join our team of exceptional building code and policy advocates, researchers, consultants, advocates, and educators. In this role, the Senior Project Manager will be instrumental in leading projects that drive client success and advance NBI's mission to shape a carbon-free, sustainable, resilient, healthy, and equitable built environment.

The successful candidate must possess extensive experience in writing and analyzing building codes and policies in the areas of building decarbonization, electrification, and energy efficiency, and ideally will also have experience in the areas of resilience, indoor health, and equity in the built environment. The successful candidate should have significant knowledge of New York State and New York City building codes, building performance standards, zoning codes, and related programs, and ideally have strong relationships with state and local governments in New York. The successful candidate will have experience managing large projects, grants, and/or contracts valued at \$500,000 or more, and they will have experience managing technical teams of subcontractors.

The Senior Project Manager will serve as a key representative of NBI in the research, development, and implementation of building and community-level codes and policy in the New York and Northeast regions. Reporting to an Associate Director, the Senior Project Manager will collaborate closely with NBI's Business Development, Marketing & Communications, Leadership & Market Development, and Building Innovation teams.

### **Job Duties & Responsibilities**

#### *Technical Expertise*

- Provide expert consultancy to clients, translating their objectives into detailed code and policy technical language, materials, and strategies that deliver measurable results.
- Lead the preparation of client and internal reports, presentations, and advocacy materials.
- Offer subject matter expertise in building code and policy topics to clients, peers, and internal and external project teams.
- Develop technically sound publications, positions, and recommendations grounded in expert research and quality data.
- Conduct innovative, mixed-method research on critical policy topics related to building and community-scale decarbonization, electrification, sustainability, resilience, health, and equity.

- Understand, interpret, and utilize quantitative analyses of the energy savings, GHG reduction, and cost-effectiveness of building codes under comparison.
- Understand and navigate the political, legal, and policy processes of building code adoption and implementation.

#### *External Leadership*

- Act as a subject matter expert on New York and Northeast building code and policy topics.
- Cultivate and maintain strong client and stakeholder relationships across New York and the Northeast, including connections with government and industry organizations.
- Prepare and deliver engaging presentations in public meetings and technical hearings, tailoring messaging for diverse audiences, including government officials, builders, architects, manufacturers, and utilities.
- Represent NBI by disseminating best practices information and raising awareness about the organization's critical resources in meetings, publications, webinars, conferences, and events.

#### *Project Management*

- Draft and implement comprehensive scopes of work, work plans, budgets, timelines, and deliverables.
- Direct team in providing service-oriented client support with ability to reorient technical and policy projects to meet flexible demands of clients.
- Manage budgets efficiently, ensuring cost-effective use of project resources to meet client needs.
- Manage matrixed project teams, including the work of junior project team members and support staff from across NBI.
- Manage teams of subcontractors, including by establishing appropriate scopes of work, budgets, timelines, and coordination practices.
- Interface with the accounting department on invoicing and financial matters.
- Collaborate with NBI's grants and contracts administrators to meet the regular and special requirements of New York / Northeast jurisdictions.
- Solve problems proactively during project implementation, ensuring adherence to schedules and deliverables.
- Communicate effectively with project staff, ensuring tasks are assigned and completed on time and within budget.
- Manage the development and delivery of educational programming and presentations professionally.

#### *Additional Program and Project Areas*

- Contribute to the development, critique, editing, and delivery of communications assets, reports, presentations, and other promotional materials.
- Support business development through proposal scoping, writing, and delivery.
- Provide project direction, mentorship, and technical training to new and junior staff.
- Share knowledge and lessons learned to enhance organizational knowledge, processes, and strategies.

### **Candidate Qualifications**

#### *Required*

- 8-12 years of professional experience in building policy or programs related to energy efficiency, decarbonization, electrification, or related topics.
- Bachelor's degree in architecture, engineering, building science, policy, law, or a related field.
- Deep knowledge of advanced building practices and building decarbonization-related fields.

- Familiarity with New York State and New York City building energy codes and policies.
- Strong project management and leadership experience, managing multiple projects simultaneously.
- Exceptional written and verbal communication skills, including public speaking.
- Proven ability to build and maintain professional relationships with external stakeholders.

*Desired*

- Master's Degree or equivalent experience in architecture, engineering, building science, policy, law, or a related field.
- Significant experience with New York State and New York City building energy codes and policies.
- Experience working in government or with government agencies, especially in New York.
- Mechanical or electrical system engineering and design expertise.
- Well-rounded knowledge and experience in sustainable, resilient, healthy, and equitable building design, history, finance, programs, or policies.
- Experience delegating or mentoring junior staff.

**Reporting Structure**

This position reports to an Associate Director within the Codes and Policy team. This is a full-time, exempt position.

**Location**

NBI's headquarters is in downtown Portland, Oregon, but the NBI team is widely dispersed across the United States. This is a remote position.

**Compensation and Benefits**

NBI offers a competitive base salary commensurate with experience, comprehensive insurance benefits, paid time off, paid holidays, optional benefits, and a 401(k) plan with company match. We provide a collaborative and stimulating work environment full of passionate and dedicated professionals working together toward our collective mission.

NBI offers the following for this position:

- Base salary range: \$115,000 - \$135,000 (or commensurate with experience and locality)
- 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
- Continuing education allowance, including LinkedIn Learning.
- 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

NBI is an equal opportunity employer and is committed to a policy of nondiscrimination based on race, color, religion, national origin, gender, gender expression, age, marital status, sexual orientation, military status, and disability in all 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 has 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 in the 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 are excited about this role but your experience doesn't align perfectly with every single qualification in the job description, we encourage you to apply anyway.

### **To Apply**

Email your resume and salary requirements to [Careers@NewBuildings.org](mailto:Careers@NewBuildings.org). Please write "Senior Project Manager (NY) – 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 accommodation during the application process should contact [Careers@NewBuildings.org](mailto:Careers@NewBuildings.org) to request accommodation.

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

*New Buildings Institute is an equal opportunity employer.*