

Project Analyst – Building Innovation

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 residential, commercial, and multifamily buildings that drive energy and carbon reduction. Widely respected in the industry for its leading-edge thinking on improving building energy performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state, and local NGO's, agencies, utility groups, and companies to promote improved energy performance in policies and practices. Projects include building research, design guidelines, carbon policies, field validation support, and advanced code activities focused on making buildings better for people and the environment.

About the Position

NBI seeks a Project Analyst on our Building Innovation team that will become an integral part of our organization's mission-driven work. The Project Analyst will work with program staff and leadership across the organization to help complete multiple projects on time and budget. The position requires a motivated learner with strong research and analytical capabilities as well as the ability to communicate complex topics to internal team members. The Project Analyst will work in NBI's Building Innovation program area and may also support projects in NBI's other program areas that include Leadership & Market Development and Codes & Policy. As part of NBI's strong commitment to developing team members, the Project Analyst will receive professional development support that may yield growth opportunities into positions such as Technical Associate and Project Manager.

Job Duties & Responsibilities

Project Tasks and Technical Analysis

- Engage with teammates, industry experts, and clients on technical and policy issues related to industry initiatives and billable projects.
- Support the management and ongoing advancement of projects and initiatives through stakeholder recruitment, engagement, planning, and reporting.
- Support the team's efforts to prepare for meetings and technical convenings.
- Conduct technical research and data analysis in support of the development and implementation of new methods for evaluating energy, carbon, and other implications of building-scale technologies and/or policies.
- Develop data visualization and analysis summaries that contribute to technical documents including memos, reports, and presentations.

- Support the development of technical guidelines and educational resources.
- Document findings in written reports and visual graphics.

Current projects this position may support include:

- Primary project at this time: Advanced Water Heating Initiative ([AWHI](#)) – a national market transformation effort advancing heat pump water heaters.
- Multiple emerging technology field validations related to heat pump water heaters, heat pumps, electric vehicles, microgrids, and more.
- The [GridOptimal](#) Buildings Initiative – evaluation of building-grid integration and impacts of time of energy use on emissions, cost, and grid support.
- Building electrification market transformation efforts including emerging technology and market-oriented research, technology and policy roadmap development, and voluntary program advancement.

Candidate Qualifications

Required

- Degree in architecture, engineering, building science, or a related field; or 2 years' work experience in a building or energy-related field.
- Friendly, collegial, open-minded, and helpful disposition and attitude.
- Strong social skills to work successfully with both internal and external partners
- Problem solving mindset to overcome and work through complex analytical solutions and/or project challenges.
- Ability to gather, organize, and clearly represent technical information for technical and non-technical audiences.
- Excellent oral and written communications skills and facility with phone/email correspondence.
- Proficiency in Microsoft Excel, Word, and PowerPoint.
- Strong time management, task organization, and documentation skills and practices. Proven ability to effectively prioritize time and attention across multiple projects in parallel.
- Interest in building energy use, technologies, design strategies, and the resulting benefits to occupants and the environment.

Desired

- Subject matter expertise in one or more areas including, but not limited to: building science, emerging technologies, the electricity grid, building design and delivery, and/or lifecycle carbon accounting.
- Experience with a specific market sector (i.e., schools, offices) and/or building end use area (i.e., water heating, HVAC, building envelope, or lighting).
- Familiarity with big data analytics/visualization software tools such as Tableau or PowerBI

- Strong capability to use technical data to develop compelling and accurate graphics.

Reporting Structure

This position reports to a Senior Project Manager in the Building Innovation group.

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:

- Annual base starting salary range: \$52,000 - \$57,000 (commensurate with experience)
- Insurance benefits (100% of employee only premiums paid by NBI; new hires are eligible the first of the month following date of hire): 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 following date of hire: 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 match up to 2% and 3% safe-harbor employer contribution 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 we 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 Analyst – Building Innovation" 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.