



## **Director of Codes and Policy**

### **About New Buildings Institute**

New Buildings Institute (NBI) is at the forefront of a wide range of national and regional policy, technical, market, and program initiatives focusing on high performance buildings. Widely respected in the industry for its leading-edge work 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, and policy and code activities focused on making buildings better for people and the environment.

### **About the Position**

NBI is seeking a Director of Codes and Policy to lead the organization's work in advancing codes and policies that support the successful equitable decarbonization of the built environment to deliver healthy, efficient, and carbon neutral buildings across the U.S. This position requires technical knowledge of the measures and processes of national and state building codes, standards, and policy development and implementation. Also required is a broad and deep professional network and history of collaboration with partners and stakeholders across state and local jurisdictions, the federal government, and nongovernmental organizations.

The Director will serve as an industry thought leader and subject matter expert. The role includes participation in the NBI leadership team, and cultivation and support of the careers and professional development of team members in the Codes and Policy program.

The ideal candidate can articulate a compelling vision and demonstrate industry thought leadership in advanced codes, policies, and standards; contribute to development of same; and understand and address challenges in implementation pathways. They should be highly collaborative, engaging, self-motivated, and have strong leadership, organizational, and analytical capabilities as well as the ability to communicate about complicated topics in an approachable manner. Primary responsibilities include leadership of the Codes and Policy team, oversight of client-facing projects, business development, and collaborative work with NBI's leadership team on strategic planning, business planning, and execution to drive organizational impact and profitability. The Director is responsible for supporting, directing, and mentoring staff leading NBI's engagement in external local, state, and national policy venues.

This role requires working collaboratively with NBI's other programs and departments: Leadership and Market Development, Building Innovation, Business Development, and Marketing and Communications, to expand the organization's overall impact on equitable decarbonization market advancement and scope, secure, and implement projects through NBI-wide initiatives in support of NBI's Strategic Plan.

## **Job Duties & Responsibilities**

### **Program and Project Leadership**

- Provide leadership, oversight, and management support of program areas involving code and policy research, writing, technical advocacy, education, and more.
- Develop and own the program's strategic roadmap and annual business action plan for developing and implementing new initiatives and projects that yield innovative policy implementation, market adoption, end-consumer participation, and the creation of new programs for the organization.
- Develop, manage, and analyze the financial performance and strategic impact of the program portfolio in ways that ensure quality deliverables and beneficial outcomes.
- Lead existing and develop new growth activities such as NBI's "Codes for Climate" Initiative, which provides achievable pathways for cities and states to adopt climate-aligned codes.
- Develop and maintain strong relationships with clients and the consultants, partners, and subcontractors that support our project work.
- Ensure and engage in the appropriate support, management, delegation, mentorship, professional development, and wellbeing of program team members.
- Foster a positive culture through mutual support, gratitude, and compassion for Codes and Policy program and NBI team members. Support innovation through deep discovery to understand perceived problems and collaborative and iterative approaches in developing solutions.

### **Strategy Development and Implementation**

- Lead the creation of long-term strategic plans and annual business action plans for the program that demonstrate industry leadership; generate market adoption; develop pilot programs; accelerate uptake; support stakeholder training; and lead education, tool & resource development, and innovation.
- Oversee the development of NBI's long term technical research agenda. Design tools and guidance, industry best practices, and other resources that drive equitable decarbonization of the built environment and the adoption of carbon neutral buildings and zero carbon building energy codes and policies.

- Participate in the cultivation of strategic relationships with stakeholders, clients, funders, and partners.
- Work with other program Directors to catalyze market transformation and develop and implement cross-program strategies, projects, and initiatives.

### **Business Development and External Leadership**

- Lead the development and implementation of strategic business development opportunities that result in appropriately funded projects and the adoption of ultra-low energy and carbon neutral building codes and policies.
- Support the Development team's efforts to win funding proposals in industry areas such as equitable building decarbonization, net zero energy, carbon neutral buildings, electrification, decarbonization, building grid-integration, embodied carbon, urban heat islands, and others.
- Serve as an industry thought leader and subject matter expert in ways that yield increased awareness of NBI's expertise and capabilities and increase NBI's impact.
- Develop and maintain contacts with allied organizations, industry officials, elected officials, policymakers, and other stakeholders.
- Generate new work opportunities by developing relationships with strategic partners, funders, industry influencers, corporate leaders, and government officials at all levels of government.
- Enhance and extend NBI's mission impact by establishing connections between disparate stakeholder groups.
- Represent NBI through the dissemination of industry leading and best practice information via published papers and blogs, social media communications, and by moderating or speaking at in-person and virtual conferences and events.

### **Program Management and Organizational Operations**

- Supervise, support, and mentor program staff in ways that enhance their success and professional development in programs, projects, and initiatives.
- Exceptional leadership abilities in a remote team environment.
- Advocate for growth of program resources and staff development in leadership meetings and annual planning processes.
- Together with the Human Resources Manager, conduct staff performance assessments and contribute to professional development and growth plans.
- Ensure the appropriate management, delegation, mentorship, and professional development of program team members.
- Participate in leadership and Board meetings in ways that foster a positive and collaborative work environment and that contribute to improved staff wellbeing, organizational culture, and effectiveness.

## **Candidate Qualifications**

### *Required*

- 12 years' professional experience in energy efficiency, architecture, engineering, or construction development with a strong focus on building energy codes.
- Knowledge, understanding, and experience with codes, standards, and policies.
- Bachelor's degree in business administration, building science, architecture, energy policy, engineering, design, construction, or related field.
- Comfortable describing both the technical and policy mechanisms needed to advance zero energy and zero carbon codes and policies.
- Direct experience in developing codes, policies, and standards.
- Direct engagement with ASHRAE, AIA, or other professional or non-profit organizations impacting the building industry through standards, rating systems, or education.
- Demonstrated leadership as a senior manager or director of people, projects, and strategy that can develop and support successful teams that achieve excellent outcomes.
- Qualitative professional relationships and partnerships with key industry stakeholder organizations and leaders that can be translated to new business and funding opportunities for NBI.
- Verifiable fundraising experience with private, public, and philanthropic sources.
- Strong facilitation and negotiation skills that result in collaboration and consensus amongst disparate stakeholder groups.
- Proven ability to apply sound political and strategic judgment in complex situations.
- Proven ability to effectively manage multiple programs, initiatives, and projects simultaneously.
- Proven ability to foster team connections and provide support in a remote work environment.
- Outstanding writing, public speaking, and presentation skills; ability to synthesize and clearly articulate complex issues.

### *Desired*

- Master's or post graduate degree in building science, architecture, energy policy, engineering, construction/property development, or related field.
- Track record of leading efforts to effective outcomes related to local, state, or national building and energy codes and policies.

## **Reporting Structure**

This position reports to the Chief Executive Officer and supervises Associate Directors within the Codes & Policy program, with overarching responsibility for all team members in the program.

## **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 and work out of a remote work location.

## **Compensation and Benefits**

Additionally, NBI offers the following for this position:

- Annual salary range: \$140,000.00 - \$170,000.00 (commensurate with experience).
- Insurance benefits, 100% of Employee Only premiums are paid by NBI: Medical, Dental, Vision, Life, AD&D and Long-Term Disability insurance. New Hires are eligible on the first of the month following the date of hire.
- 240 hours of accrued Paid Time Off (combined vacation and sick time for a full year).
- 11 paid holidays.
- Additional optional benefits available the first of the month following date of hire 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 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

## Job Description

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you are actively looking or starting to explore new opportunities, send us your application! Do not 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 does not 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 "Director of Codes and 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.