

Exciting CEO Opportunity with New Buildings Institute

New Buildings Institute (NBI) seeks an inspiring, visionary leader with strong business insight to be our next CEO, guiding us toward a sustainable, net-zero carbon future for all.

As a mission-driven nonprofit, NBI advances practical, scalable solutions to reduce emissions from the built environment, keeping energy more affordable and communities healthier, safer, and more resilient. Collaborating with governments, utilities, manufacturers, building professionals, climate advocates, and community organizations, we drive transformative strategies, breakthrough technologies, and best practices that elevate industry standards and policies.

With 25 years as a trusted leader, NBI is dedicated to supporting communities and climate action through top-tier guidance, policy advocacy, and technical expertise, building an equitable, sustainable future. As CEO, you'll join a team of passionate thought leaders and motivated professionals, working together to meet ambitious goals that support climate, health, and community benefits.

OVERALL RESPONSIBILITIES

As Chief Executive Officer, this role provides leadership in collaboration with the Board of Directors and staff to develop and implement programmatic, organizational, and financial plans. The CEO ensures the organization has a long-term strategy aligned with its mission and oversees daily operations, ensuring efficient use of staff resources and the timely, high-quality completion of deliverables.

PLANNING

The CEO works closely with the Board to define and communicate the organization's vision and to develop strategies for its achievement. Key responsibilities include:

- Collaborating with the Board of Directors to create a forward-looking strategic plan, defining strategic priorities to achieve the vision.
- Developing annual operating plans and budgets, along with key performance indicators, which align with the Board's strategic direction to fulfill the mission.
- Creating and overseeing strategies to ensure NBI's long-term financial sustainability.
- Building future leadership within the organization by implementing a comprehensive staff development plan and succession planning for ongoing stability.

ORGANIZATIONAL MANAGEMENT

The CEO oversees the operations of the organization, managing compliance with legal and regulatory requirements. This requires the CEO to:

- Promote a culture that reflects the organization's values, encourages outstanding performance, and rewards productivity.

- Manage the human resources of the organization, including hiring and dismissal of staff according to authorized personnel policies and procedures that fully conform to current laws and regulations and best practices.
- Create and maintain procedures for implementing plans approved by the Board.
- Ensure that staff and the Board have sufficient and up-to-date information on the status and direction of the organization, and appropriate input into formulating them.
- Evaluate organization and senior staff performance regularly.
- Empower staff and make the organization an inclusive and rewarding place to work that will attract and retain a diverse and talented team.
- Adhere to equity, diversity, and inclusion principles adopted by the Board in all aspects of administrative and programmatic work.

FINANCIAL MANAGEMENT

The CEO must demonstrate business acumen to prudently manage organizational resources within budget guidelines according to current laws and regulations as well as Board direction. The CEO will:

- Oversee staff in developing annual budgets that support operating plans and build adequate financial reserves.
- Provide prompt, thorough, and accurate information to keep the Board appropriately informed of the organization's financial position.
- Take timely action to resolve revenue shortfalls, expense overruns, or cash flow issues.

FUNDRAISING

The CEO develops fundraising strategies with the Board and staff and supports fundraising activities. The CEO will:

- Serve as a primary contact in funding relationships.
- Oversee the timely submission of grant applications, responses to RFPs, and progress reports for funders.
- Seek collaborative partners for funding opportunities where there are clear synergies between partners.

PROGRAMMATIC EFFECTIVENESS

The CEO oversees design, delivery and quality of programs and services. The CEO must:

- Stay abreast of current market trends, anticipate future trends likely to impact NBI and lead innovative programming efforts.
- Collect and analyze information that measures the success of NBI's program efforts, refining and adjusting programs in response to that information.

RELATIONSHIP DEVELOPMENT

The CEO serves as the organization's primary spokesperson and representative to stakeholders, decision-makers in public policy forums, and to the public. In doing so, the CEO must:

- Assure the organization and its mission, programs and services are consistently presented to project a strong, positive image to stakeholders.
- Actively advocate for the organization, its mission, and programmatic efforts.
- Act as a liaison between the organization and the community, building relationships and collaborating with peer organizations when appropriate.

TRAVEL

NBI's office is in Portland, Oregon, with some team members working remotely across the U.S. frequent travel is required for fundraising, presentations, NBI events, and collaborative activities.

WORK LOCATION

This is a full-time, exempt position with flexibility to accommodate various work arrangements. NBI's office is located in downtown Portland, Oregon, where employees may choose to work onsite. We welcome candidates from anywhere within the United States, whether they prefer a fully remote setup or a hybrid schedule in Portland. NBI values work-life balance and offers flexibility to support our staff in achieving personal and professional fulfillment.

EDUCATIONAL BACKGROUND

A master's degree in a relevant field, such as environmental science, public administration, business, or nonprofit management.

COMPENSATION AND BENEFITS

NBI offers the following benefits for this position:

- **Compensation Range:** \$185,000 - \$245,000. Actual compensation packages are based on several factors that are unique to each candidate, including but not limited to skill set and depth of experience.
- **Insurance Benefits:** 100% of employee-only premiums are covered for medical, dental, vision, life, AD&D, and long-term disability insurance, effective the first of the month after hire.
- **Paid Time Off (PTO):** 240 hours annually (combined vacation and sick time).
- **Paid Holidays:** 11 days per year.
- **Additional Optional Benefits:** Flexible spending accounts (healthcare & dependent care), health savings account, accident, cancer, and critical illness insurance, short-term disability, term & whole life insurance, identity theft insurance, and pet insurance—all available the first of the month after hire.
- **401(k) Plan:** Company contributions and safe harbor match, effective the first of the month after three months of employment.
- **A Dynamic and Collaborative Work Environment:** Join a team of passionate and dedicated individuals committed to advancing our shared mission!

QUALITIES OF THE CEO

1. **Business Acumen.** The CEO has successfully led a small to medium sized organization, navigated financial challenges, and created a solid record of strong business management.
2. **Integrity.** The board, the staff, and the community perceive the executive as honest, trustworthy, and operating in the best interests of the organization and the mission.
3. **Credibility.** The chief executive has achieved credibility through professional credentials and accomplishments; a close personal connection to the mission or community; or a record of accomplishment of results delivered over time.
4. **Inspirational.** The chief executive is a skilled communicator with a compelling presence — able to speak about the work of the organization in powerful and inspiring terms, able to command attention and inspire confidence, and able to motivate others to follow and to support the organization.

5. **Initiative.** The chief executive has the personal courage and confidence to act, rather than waiting passively for direction from others.
6. **Vision.** The chief executive is aware of the gap between current reality and what it could be. The chief executive can see a better future and has faith that it can become a reality.
7. **Competence.** Charisma and vision complement a solid base of program expertise, as well as financial and management skills.
8. **Responsiveness.** The chief executive listens well — to the community, staff, board members, stakeholders, and partners — and responds appropriately.
9. **Inclusiveness.** The chief executive recognizes that diverse input and inclusive participation in the work of the non-profit are invaluable. The chief executive seeks to hire and promote staff from a variety of backgrounds and life experiences. The chief executive will also have experience of leading a workforce that is remote.

HOW TO APPLY

Submit a cover letter and resume by December 16, 2024, at careers@newbuildings.org. Please include “CEO” in the subject line. We will continue to review applications on a rolling basis but will prioritize applications submitted by the deadline. Reference and background checks are performed prior to employment.

Don't meet all the requirements? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single requirement. If you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply.

NBI is an equal opportunity employer, dedicated to building a diverse, inclusive, and supportive workplace that celebrates equity and belonging. We are proud to advocate for BIPOC inclusion and prioritize the well-being of every team member, recognizing everyone's contributions and fostering a vibrant work-life balance. We will provide reasonable accommodation throughout the application, interviewing and employment process. If you require reasonable accommodation, contact us at careers@newbuildings.org. Join us in shaping a better future for our planet.

For more information about New Buildings Institute, visit www.newbuildings.org.