GREEN BUILDING INITIATIVE
POSITION DESCRIPTION

Position Title: Technical Program Manager

Organization

The Green Building Initiative (GBI) is a 501c3 not-for-profit organization whose mission is to reduce climate impacts by improving the built environment. We deliver education, standards, assessments, and certifications developed by an inclusive and collaborative global network.

GBI makes aspirational goals achievable through user-friendly tools built upon comprehensive standards and supported by outstanding staff and expert assessors. As a nonprofit community, we are educators and coaches first, supporting performance improvement of all buildings.

Our initiatives promote the use of GBI's Green Globes® building rating system for private commercial buildings and GBI's Guiding Principles Compliance® third-party assessment program for achieving federal building sustainability requirements. This third-party certification lowers risks for owners and ensures that both buildings and the teams who build and operate them are better able to achieve desired performance outcomes. We measure our impact in achieving our mission in several ways, including growing the number of building owners that achieve certification of individual buildings, building projects, and portfolios of buildings.

Compensation & Benefits

$80,000 + association-wide bonus opportunity, full-time employees receive medical, vision, dental, life, short- and long-term disability insurance, parental leave, and a retirement matching program. GBI employees enjoy paid-time-off (PTO) that is accruable based on a schedule and all employees are eligible for paid sick leave. Additionally, GBI is a 100% virtual organization.

Supervisor

VP, Sustainable Buildings and Program Innovation

Travel Requirements

Employee is required to travel and participate in events where GBI hosts booths and tabletops. These events are throughout the year and efforts are made to spread out assignments between staff members. Travel requirement is estimated at 10% or two times per quarter.

Introduction

As a Technical Program Manager, you will play a pivotal role in driving our sustainability programs forward, leveraging your expertise in energy modeling, life cycle assessment, and sustainable practices. By managing scalable programs that directly combat climate change, you will make a significant impact on our environment and our future.

Responsibilities

- Leverage previous experience in energy modeling and life cycle assessment (LCA) to contribute to research and program development. Analyze historical data to identify trends and key metrics (including utility data).
- Contribute to the development and management of scalable GBI sustainability programs, including Green Globes.

- Interpret and use numerical data effectively. There is a need for data entry and data manipulation within Excel and external programs required to support the success of GBI's programs.
- Work with supervisor to facilitate discussions with clients to define sustainability objectives and confirm program alignment.
- Support projects that complement or enhance existing programs such as Green Globes.
- Engage in research, reporting and accounting on subjects such as Scope 1, 2, and 3 emissions, water, resiliency, etc.
- Data entry and collection as needed to support programs i.e. utility data.
- Collaborate with team on projects, sharing ideas to experiment and innovate for both existing and new projects/tools.
- Work with senior engineers, SMEs and leadership to build and maintain relationships with internal and external stakeholders to ensure program success.
- Contribute to research projects as needed, writing articles, developing addenda and policy, developing training content.
- Prepare comprehensive reports, create and deliver interactive presentations as needed showcasing GBI's sustainability initiatives, research findings, communicating results and strategies.
- Assess compliance with key building codes including ASHRAE Standards 90.1 and 62.1, as well as the International Energy Conservation Code (IECC).
- Foster a culture of innovation, encouraging creative solutions and outside-the-box thinking in all aspects of work.

Requirements
- Work remotely without supervision with the assurance of quiet and stability appropriate for a work environment.
- Provide own internet access. Minimum download speed is 15 mbps (30+ mbps recommended). Minimum upload speed is 2 mbps (5+ mbps recommended).
- Occasional travel is required about 10% or 1-2 times per quarter, depending on the time of year.
- Excellent information technology skills.
- Excellent English writing and presentation skills.
- Employee must reside in the United States.

Qualifications
- Prior experience in energy modeling and carbon emissions evaluation, with hands-on LCA involvement.
- Experience in the development of sustainability programs and conducting relevant research.
- Strong capabilities in managing multiple, competing, and parallel tasks and deliverables.
- Familiarity with one or more sustainability reporting frameworks (e.g., CDP, SBTi, GRESB).
- Excellent analytical and technical communication skills.
- Some Python coding experience and general understanding of AI concepts (university course work or some project work preferred)
- Working knowledge of ASHRAE Standards 90.1 and 62.1, and the IECC.
- Use knowledge of Energy Star Portfolio Manager.

Education
Preferred - Master's degree in applicable field.

Required - Bachelor's degree in Mechanical Engineering, Architecture, Energy, Sustainability or related field.