

GREEN BUILDING INITIATIVE POSITION DESCRIPTION

POSITION TITLE: Manager, Education & Curriculum

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.

HOW WE DO IT

We are passionate about third-party certification for its benefits, including lowering risks for owners and ensuring that both buildings and the teams who build and operate them are better able to achieve desired performance outcomes. We measure our impact toward our mission in several ways, including growing the number of building owners that achieve certification of individual buildings, building projects, and portfolios of buildings.

Our initiatives promote the use of GBI's Green Globes® building certification for commercial, multi-family, and institutional buildings as well as GBI's Guiding Principles Compliance® third-party assessment program for U.S. federal DOD and non-DOD buildings. A newer offering is GBI's Journey to Net Zero program, which guides portfolios through a continuous improvement approach toward the goal of net zero energy and/or carbon. GBI's programs are recognized in the U.S. and Canada at federal, state/provincial, and local levels. GBI is also pursuing an incremental global growth plan and has certified and assessed properties in several countries outside of the United States and Canada, including close to one million square feet in the United Arab Emirates and additional projects in Mexico and Brazil.

COMPENSATION & BENEFITS

\$60,000 + 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

Director, Education & Events

TRAVEL REQUIREMENTS

Periodic travel is required for training and staff retreats. Occasional travel may also be requested to represent GBI at meetings and events. Travel may be 10-30% depending on the time of year.

RESPONSIBILITIES

The Education & Curriculum Manager is responsible for the development, implementation, evaluation, and continual improvement of GBI's educational programming to support our mission. This role develops engaging content for diverse audiences, manages professional credential programs, and supports the growth of GBI's Green Globes for Emerging Professionals (GGEP) community. The Manager will collaborate cross-functionally with internal teams, subject matter experts, and industry partners to ensure GBI's educational offerings are high-quality, relevant, and aligned with market needs.

High-Value Resource Development

- Plan, coordinate, and execute webinars, blog posts, white papers, and educational events that meet the needs of GBI's members and stakeholders.
- Collaborate with staff, partners, and industry experts to source speakers, topics, and content aligned with organizational priorities.
- Support Director, Education & Events in development of editorial and production schedule to ensure consistent and timely delivery of resources.
- Monitor engagement metrics and feedback to continually improve resource quality and accessibility.

Management of GBI's Professional Credentials

- Manage the ongoing administration, updates, and quality control of GBI's suite of professional credentials and continuing education programs.
- Ensure content reflects current industry standards, certification requirements, and innovative practices in sustainable design, construction and operations.
- Oversee candidate support, recertification processes, and alignment with continuing education credit requirements (e.g., AIA, AAA, IDCEC etc.)
- Track and report on credential program participation and impact.

Conferences & Event Session Development

- Draft session abstracts, presentation outlines, and speaker bios for internal and external conferences, trade shows, and industry events.
- Partner with subject matter experts and staff to refine learning objectives and ensure consistent messaging of GBI programs.
- Maintain a calendar of conference submission deadlines and ensure timely proposals.

Oversee GBI's Green Globes for Emerging Professionals (GGEP) Community

- Lead strategy and engagement initiatives for the GGEP community, including programming, communications, and events.
- Facilitate connections between emerging professionals, mentors, and industry leaders.
- Support leadership development opportunities and track community growth and participation.
- Collaborate with marketing and membership teams to promote GGEP and attract new participants.

REQUIREMENTS

- Ability to work remotely without supervision in a quiet and stable work environment.
- Internet access (non-reimbursable) with minimum download speed 15 mbps (30+ mbps recommended) and minimum upload speed 2 mbps (5+ mbps recommended)
- Occasional travel for training and events
- All employees are required to reside and work within the United States.

QUALIFICATIONS

- Two years of relevant experience

- Proficiency in Microsoft Office (Outlook, PowerPoint, Word, Excel)
- Experience in content creation, curriculum development, and/or program management
- Proficiency with learning management systems (LMS) and webinar platforms (e.g., Zoom)
- Knowledge of sustainable design, green building rating systems, or environmental standards a plus
- Creative problem solver with an eye for detail and strong written, verbal, and visual storytelling skills
- Ability to work independently and manage multiple projects in a fast-paced environment
- Proficiency in Monday, or similar project management software

EDUCATION

- Required – Associate’s degree in a related field, or an equivalent combination of education and work experience.
- Preferred – Bachelor’s degree in education, sustainability, architecture, engineering, or related field

APPLICATION METHOD

To apply, please submit your resume and cover letter on GBI’s [Career Page](#).

We Encourage All Interested Candidates to Apply

GBI recognizes that not all candidates will meet every qualification listed. We know that skills and experience can be gained in many ways, and we value diverse perspectives. If you’re excited about this role but don’t check every box, we encourage you to apply.