



POSITION TITLE: Manager, Program Development & Compliance

Organization:

The Green Building Initiative (GBI) is a 501c3 not-for-profit organization whose mission is to improve the built environment and reduce climate impacts through exceptional education, tools, standards, and assessments that deliver sustainable, healthy, and resilient buildings.

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:

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.

How we are unique/work-at-home requirements:

There are many unique attributes to GBI. Important to candidates for employment, we are a 100% virtual organization. Candidates must be able to work from home with the assurance of quiet and stability appropriate for a work environment. Employee must provide own internet access. Occasional travel is required; training in one or more locations is required.

Compensation & Benefits: \$60,000 + association-wide bonus opportunity, full-time employee with medical, dental, life, short- and long-term disability insurance, and a retirement matching program. GBI employees receive 40 hours of paid sick time each year plus paid time off (PTO) that is accrued on a schedule.

Supervisor: Sr. Director, Program Development & Compliance

Overview: The Manager, Program Development & Compliance reports to the Sr. Director, Program Development & Compliance and supports the development, improvement, and expansion of new and existing programs for GBI. This individual will perform a wide range of task-based and project-based work throughout the program lifecycle, including conducting research, collaborating with subject matter experts, reading and rewriting input, writing technical content, reviewing submissions for compliance with requirements, and working with internal and external teams toward program development and launches. This individual will interface with GBI staff members, GBI Board and/or Committee members, subject matter experts, and clients.

Responsibilities:

Program Development (80%)

- Gather input from, and collaborate with, subject matter experts (SMEs) to collect and document technical information.
- Research specific subject matter as needed.
- Draft technical content for rating system criteria, technical manuals (e.g., assessment guidance, impact statements), technical papers, guidance documents, and educational programs
- Create comparisons of technical content using Excel between GBI programs and/or partner/competitor programs.
- Input program content into web-based software using the Green Globes CMS
- Create and maintain tools for delivery and support of offline (non-web-based) programs.
- Support program-related marketing and sales activities, including launches of new programs and development/delivery of presentations and training.
- Assist with development of protocols, policies, and procedures for GBI programs.
- Coordinate with the operations team on the development and improvement of online systems and functionality as they relate to GBI programs, such as reviewing development specifications and performing user acceptance testing (UAT).
- Serve as secondary liaison with GBI's Performance & Tool Development Committee, including hosting committee meetings, taking minutes, and writing quarterly committee reports.
- Supports new service and tool development.

Technical Assistance (15%)

- Support GBI client services team and clients directly with interpretations and technical questions (with SME support).
- Review submissions and provide quality control of building assessment reports for Guiding Principles Compliance programs.
- Review compliance with program minimum requirements for Green Globes projects as applicable.
- Support GBI's standards development process, attending Subcommittee and Task Group meetings, providing notes, taking minutes or creating content as requested, and answering questions concerning development and administration of technical requirements.
- Liaise with Chief Engineer on technical issues/questions and document information for dissemination and future reference.

Other Duties (5%)

- Attends conferences and events to represent GBI as requested.
- Performs other duties and/or special projects as assigned.

Organizational Alignment:

- Reports to the Sr. Director of Program Development.
- Works closely with operations and marketing team members on tool creation and education program development.
- Enlists the support of the marketing team to create collateral, presentations, or other sales resources as needed.

Desired Traits:

- Willingness to dive into the deep end, learning about green building, GBI's tools and our client's needs
- Quality and deadline oriented
- Ability to read and understand technical subjects enough to pull relevant technical content out and convey it in a concise writing style to develop first draft technical documents
- Willingness to solicit and accept critique of work products

Qualifications:

1. Strong project management and facilitation skills
2. Excellent analytical, concise writing, and presentation skills
3. Advanced Microsoft Excel and Word skills, and experience with Power Point
4. Excellent communication and teamwork
5. Knowledge of building and manufacturing industries and understanding of green building product development opportunities preferred

Skills Experience:

- Research and writing experience
- 2-3 years as a Program Manager or Project Manager

Education: Bachelor's degree in related field preferred.