



## GREEN BUILDING INITIATIVE POSITION DESCRIPTION

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# POSITION TITLE: Director, Program Development

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### 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.

### Position Summary

- Conducts research, market analysis, scoping, and discussion documents for new programs related to improving the built environment through focus on implementation of sustainability objectives.
- Develops plans and budgets for new programs.
- Aligns and oversees resources toward execution of new programs.

### Compensation & Benefits

\$75,000 - \$82,000 dependent on experience + association-wide bonus opportunity. Full-time employment with medical, vision, dental, life, short- and long-term disability insurance, and a retirement matching program. GBI employees enjoy paid holidays and paid-time-off (PTO) that is accruable based on a schedule. All GBI employees are eligible for paid sick leave.

### Supervisor

AVP, Programs & Services – with co-management from President & CEO

### Responsibilities

#### *Specific*

#### **New program development (70%)**

- Conducts research, market analysis, scoping, and discussion documents for new programs related to improving the built environment through focus on implementation of sustainability objectives.
- Creates task groups of subject matter experts to vet new program ideas, develops and oversees pilot programs, and collaborates on pricing and all marketing.
- Develops plans and budgets for new programs.
- Working with AVP of Programs & Services, aligns, and oversees resources toward execution of new programs.
- Oversees successful launch and long-term expansion strategy for new programs.



## General

### General tool creation & program support (10%)

- Support GBI's existing program development strategy with knowledge and input to ensure alignment with market trends.
- Support execution of contracts with third-party experts as needed.
- Coordinate with the operations team on the development and improvement of online systems and functionality as they relate to tools, programs, and standards.
- Share staff liaison responsibilities for GBI's Performance & Tool Development Committee, which may include hosting or speaking at quarterly committee meetings and writing quarterly or annual reports on GBI's progress.
- Other tasks as assigned and that may be required to support overall GBI objectives.

### Support policy objectives, business development & outreach (10%)

- Participate on conference calls as market and program expert.
- Travel to and present at conferences, luncheons, and any similar opportunity for improving understanding and expanding usage of GBI's tools and offerings.
- Understand broad market needs and technology trends related to GBI systems, and pivot as necessary.

### Respond to inquiries (10%)

- Meet position expectations as well as participate on a team, including responding in a timeframe consistent with GBI norms to answer questions from peers and clients.
- Initiate and leverage input from third-party subject matter experts to resolve questions or to work proactively to improve GBI tools and address user feedback.

## First three months - training requirements

- Formal - Green Globes Professional training & certification
- Formal – Guiding Principles Compliance training & certification
- On the job - Understand features and functionality of competitive programs and tools

## Initial objectives

- Lead and further advance GBI's positioning and tools to help its members and communities advance decarbonization and net zero strategies (i.e., carbon, energy, water, waste), implementation of ESG objectives, pursuit of health and wellness validations, incorporation of smart building technologies, and advancement of resilience-related planning for buildings and those impacted by them.

## Desired attributes

- Strong conceptual thinker, trend watcher, and ground-up creator.
- A pragmatic innovator that will get to know where our target market is and create realistic programs and tools to support advancement toward global environmental objectives.
- Experience in responding to market-driven and government-driven initiatives that make buildings better for occupants, families, patients, and communities.

## Qualifications

- Strong collaboration and facilitation skills.



- Experience working with technical subject matter.
- Work without supervision from home 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; training in one or more locations.
- Excellent English writing and presentation skills.

### Experience

- Track record of success in areas relevant to desired attributes.
- 5+ years in policy, sustainability, project management, business, technology, or other field requiring program or product development.
- Excellent Microsoft Excel and Word expertise.

### Education

- Bachelor's degree in related field or an equivalent combination of education and work experience.

### Pluses

- Experience in any of the following areas: sustainability, the built environment, city planning, construction management, facility management, material composition, codes, standards development, and/or utility issues.
- Fluent in a second language.