

GREEN BUILDING INITIATIVE POSITION DESCRIPTION

POSITION TITLE: Vice President, Building & Program Innovation

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.

GBI is working to become a global certifying body with its primary certification program, Green Globes, being used in several countries to incentivize and assure building owner claims tied to environmental, social, and governance (ESG) objectives. GBI's annual revenues range from \$5 to \$7 million, with continuous growth and financial stability demonstrated over the last eight years of its almost 20 years in the market. In mid-2023, GBI reported \$12 million in total assets, \$8.4 million in net assets, and a cash ratio of 2.16.

Position Summary

- Using technical/policy expertise, strategically position GBI to serve new markets and grow sustainability initiatives collaboratively with like-minded organizations.
- Lead program development on energy, carbon, water, waste, health/wellness, resilience, and a range of other issues focused on improving the built environment.
- Share technical visioning and planning responsibility with CEO and participate on a team of senior leaders guiding the growth of GBI's impact and implementation of its vision of sustainable, healthy, and resilient buildings for all.
- Develop research, market analysis, scoping, branding, business proposals, white papers, first drafts, policy correlations, and discussion documents for new programs related to improving the built environment.
- Align and oversee resources toward execution of new programs.

Compensation & Benefits

\$135,000 to \$170,000. Final compensation is dependent on experience and includes association-wide bonus potential. 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 and paid holidays. Additionally, GBI is a 100% remote-working organization.

Supervisor

President & CEO, with co-management support from other senior Program leaders.

Responsibilities

Specific

New program development (70%)

- Conduct research, market analysis, scoping, and discussion documents for new programs related to improving

the built environment through focus on implementation of sustainability objectives.

- Create and manage task groups of subject matter experts to vet new program ideas, develop and oversee pilot programs, and collaborate on pricing and program marketing.
- Develop plans and budgets for new programs.
- Work with senior Program team members to align and oversee resources toward execution of new programs.
- Oversee successful launch and long-term expansion strategy for new programs.

General

General standards development, 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.
- Prepare presentations, talking points, and scripts for GBI leaders and team members as needed.
- Other tasks as assigned and that may be required to support overall GBI objectives.

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

- Act as a technical expert and brand ambassador at targeted events and meetings.
- Participate and provide expertise 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%)

- Respond in a timeframe consistent with GBI norms to answer questions from peers and clients.
- Coordinate with GBI team members to resolve client and leadership inquiries.
- Initiate and leverage input from third-party subject matter experts to resolve questions and 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

- Refine and improve through collaboration GBI's net zero programs, including leading effort to adapt NZ energy and carbon approaches following formal and informal public input.
- Act as primary liaison with complimentary pilot program participants and troubleshoot program issues.
- Develop procedures for Green Globes Assessors on NZ programs and support creation of training.
- Collaborate on and seek out opportunities to share GBI's lessons learned on implementation of NZ goals.
- Collaborate on curriculum development vision and strategy development.

Desired attributes

- Strong conceptual thinker, trend watcher, and ground-up creator who is also great at putting words to paper and driving comprehensive and well thought out program initiatives.
- A pragmatic innovator and collaborator who will work cooperatively and productively on a team of implementers

and co-innovators.

- Ability to assimilate many forward-thinking concepts and distill them into clear objectives.
- Experience in responding to market-driven and government-driven initiatives that make buildings better for occupants and communities.

Pluses

- Specific experience in energy and carbon program areas related to the built environment.
- Architecture, engineering, construction, or facility management experience.

Qualifications

- Proven track record of sustainability expertise and experience in the built environment.
- Demonstrated collaboration and facilitation skills with and among fellow subject matter experts.
- Confidence in public speaking and writing for a variety of media.

Additional 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).
- Travel is required about 25% to 40%, dependent on time of year.
- Excellent information technology skills.
- Excellent English writing and presentation skills.
- Candidates must reside in the United States.

Education

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