

GREEN BUILDING INITIATIVE POSITION DESCRIPTION

POSITION TITLE: Senior Director, AEC Quality Assurance & Technical Content

Position Summary

- Using engineering, architectural, or related technical expertise, direct and perform quality assurance audits on GBI assessment processes.
- Perform technical review of building assessment reports.
- Contribute to GBI Standards and new program development, and compliance interpretations via creation of technical content, including energy, carbon, water, waste, health/wellness, resilience, and a range of other issues focused on improving the built environment.

Compensation & Benefits

\$100,000 to \$115,000. 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

VP, Programs & Operations

Responsibilities

Specific

Technical Content Development (35%)

- Contribute to development of GBI Standards and new programs and tool, supporting resources, and compliance interpretations via creation of technical content, including energy, carbon, water, waste, health/wellness, resilience, and a range of other issues focused on improving the built environment.
- Initiate and leverage input from third-party subject matter experts as needed to resolve questions, develop and vet new technical content, and work proactively to improve GBI programs and address user feedback.

Quality Assurance (35%)

- Direct and perform quality assurance audits on GBI assessment processes.
- Direct and perform review and quality assurance of building assessment reports from GBI third-party contractors (i.e., Green Globes Assessors), specifically focusing on technical criteria and consistency.
- Review energy modeling and energy/water audits provided in support of building assessments.

General

General standards & program development support (10%)

- Support GBI staff in client meetings, providing technical knowledge as needed and requested.

- Prepare presentations, talking points, and scripts for GBI leaders and team members as needed.
- Contribute to GBI Board Committee meetings regarding technical content of GBI programs and supporting resources.
- 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 technical content expert.
- Travel to and present at conferences, luncheons, and any similar opportunity for improving technical understanding and expanding use of GBI's tools and offerings.
- Understand broad industry trends and technical needs of diverse stakeholders, including architecture/engineering/construction, building owners/developers, building operators, etc.

Respond to inquiries (10%)

- Respond in a timeframe consistent with GBI norms to answer technical inquiries and questions from colleagues and clients.
- Coordinate with GBI team members to resolve client and leadership inquiries.
- Document all communication with clients in GBI systems (e.g., Salesforce) consistent with GBI norms.

Training Requirements (first 90 days)

- 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

- Within first 90-days, develop knowledge and comfort level with GBI programs necessary to perform technical review of building assessment reports.
- Review and refine internal quality assurance process and procedures.
- Review and refine process and procedures for technical review of assessment reports.
- Review and contribute as part of team evolving new programs, including GBI's Journey to Net Zero current programs for energy and carbon as well as future water and waste programs.

Qualifications

- Engineering, architecture, or related technical background that includes experience with energy modeling, working with utilities, net zero program components, and focus areas of energy, carbon, water, and waste
- Proven track record of holistic sustainability expertise and experience in the built environment
- Demonstrated collaboration and facilitation skills with and among fellow subject matter experts
- Strong technical writing skills and attention to detail
- Understanding of building mechanical systems and controls
- Understanding of building envelope systems
- Understanding of building/property water consumption and savings opportunities
- Understanding of building maintenance and operational best practices
- Understanding of health and safety issues related to energy/water savings opportunities
- Clear, timely communication with internal and external resources and stakeholders

Preferred Background

- 5+ years of experience conducting energy efficiency analysis
- Experience collaborating with a technical team
- Experience with an industry standard energy modeling software such as Trane Trace, DOE2, eQuest, PSD Treat, EnergyPro or similar

Strongly Preferred

- Familiarity with PCA reports in accordance with ASTM, Freddie Mac, Fannie Mae, HUD, or other specialty project scopes
- Ideal candidate would possess one or more of the following accreditations: Building Energy Modeling Professional (BEMP); BPI-Multifamily Building Analyst (BPI-MFBA); AEE-Certified Energy Manager (CEM); ASHRAE Building Energy Assessment Professional (BEAP); ASHRAE High Performance Building Design Professional (HPBD)
- Knowledge of and experience working with ASHRAE Procedures for Commercial Building Energy Audits and Retro-commissioning
- Minimum two (2) years of experience analyzing HVAC equipment operations and specifying equipment upgrades to improve system energy performance
- Exposure to codes and standards development

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 expected approximately 1-2 times per quarter
- Strong presentation skills
- Excellent information technology skills, including proficiency in Microsoft Office Suite
- Must reside in the United States

Education

- Preferred – Master’s degree in applicable field.
- Required – Bachelor’s degree in mechanical engineering or architecture or an equivalent combination of education and work experience.

Apply Method

- Please send your resume and cover letter to careers@thegbi.org

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.