

Job Posting

Position Title: Senior Project Manager

Department: Building Innovation

Reports To: Director of Building Innovation

About New Buildings Institute

New Buildings Institute (NBI) is at the forefront of a wide range of national and regional policy, program, and technical initiatives focusing on high performance buildings. Widely respected in the industry for its leading-edge thinking on improving building performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state, and local agencies, non-governmental organizations, utilities, and companies to promote improved energy performance in buildings. Projects include building research, design guidelines, policy, and code activities focused on making buildings better for people and the environment.

About the Position

NBI seeks a Senior Project Manager (SPM) to provide strategic and operational leadership across multiple projects and initiatives, ensuring high-quality delivery, strong client relationships, and alignment with NBI's mission and technical priorities. This role requires a collaborative leader with strong project management expertise, technical and subject matter knowledge, and excellent communication skills. The Senior Project Manager plays a key role in advancing organizational impact through effective project execution, staff mentoring, stakeholder engagement, and continuous improvement of project management practices. This role will also develop key relationships and identify business development and funding opportunities, and lead or support the pursuit of those opportunities. This position will focus in particular on leading NBI's GridOptimal Buildings Initiative and related projects focusing on building-grid integration, data centers, microgrids, and distributed energy resources.

Job Duties and Responsibilities:*Project Management & Delivery*

- Serve as the primary point of contact for assigned projects and initiatives, managing client and subcontractor relationships and project communications.
- Lead multiple projects simultaneously, ensuring deliverables are completed on time, within scope, and within budget.
- Develop and manage clear project and initiative scopes, work plans, schedules, and budgets.
- Support achievement of NBI's strategic goals and implementation plan targets through the development and execution of projects and initiatives.
- Monitor project performance, including hours, subcontractor performance, staffing projections, and timelines, and update project management systems accordingly.
- Maintain accurate project tracking and reporting, including tasks, resourcing, client invoicing, and financial metrics.

Technical & Subject Matter Expertise

- Provide technical leadership related to building-grid integration, data centers, microgrids, distributed energy resources, and emerging technology research.
- Apply expertise in one or more of the following:
 - Data analysis, synthesis, and communication (including data visualization)
 - Building technologies and energy use
 - Distributed energy resource and electricity grid operation optimization
 - Market familiarity and expertise for workstreams or potential workstreams
 - Data center development and optimization
- Contribute technical insights to project design, execution, and problem-solving.

Partnerships, Funding & Business Development

- Lead the strategic vision, growth strategy, and execution roadmap for the GridOptimal Buildings Initiative, including identifying opportunities for expansion, shaping long-term direction, and developing a multi-year implementation plan to support program growth and impact.
- Support organizational growth through entrepreneurial and business development activities.

- Build and maintain strong professional relationships with partners, clients, and funders.
- Ideate, write, and support proposals for new projects, contracts, grants, and sponsorships and participate in fundraising and development initiatives.

Writing, Communications & Presentations

- Produce and/or contribute to presentations, reports, blogs, and other published materials.
- Convene and facilitate multidisciplinary groups such as Technical Advisory Committees and working groups
- Communicate complex information clearly and effectively to diverse audiences.
- Develop high-quality written materials using clear, concise language and proper grammar.
- Mentor staff through review and feedback on written and presentation materials.

Staff Leadership & Mentorship

- Demonstrate positive, solution-oriented, and collaborative leadership.
- Mentor and support junior staff through coaching, feedback, and professional development.
- Foster a team-oriented culture and model strong professional conduct.
- Contribute to continuous improvement of project management practices, operations, and internal processes.

Qualifications:

- Bachelor's degree in architecture, engineering or a building-science related field, or other relevant education. Alternately, at least 10 years' experience in fields related to energy and buildings.
- Proven ability to effectively manage multiple projects simultaneously.
- Project management, staff management, and leadership experience.
- Ability to build professional relationships, teams, and partnerships.
- Excellent writing and public speaking (presentation) skills and demonstrated experience.
- Ability to communicate clearly and concisely about complex, technical topics in an understandable way to a variety of stakeholders
- Expertise in one or more NBI technical and/or market areas.

- Ability to independently solve problems and develop creative solutions
- Ability to perform under pressure, work with a wide variety of constituents, and meet deadlines.
- Ability to mentor junior staff members.
- Proficiency in MS Office software, including Word, Excel, PowerPoint, and project management tools.

Preferred:

- Master's degree in architecture, engineering, energy policy, or another technical field of relevance to energy efficiency.
- Experience in nonprofit, consulting, or research-based organizations.
- Experience with data analysis and visualization tools.
- Experience with grant-funded projects and client-funded work.

Location

This position is a full-time, exempt role based out of NBI's office in downtown Portland, Oregon. Qualified candidates residing in Oregon, Washington, California, Idaho, Colorado, Minnesota, Wisconsin, Indiana, Pennsylvania, New York, Virginia, Georgia, Massachusetts, and Rhode Island are encouraged to apply and may work from a remote location.

Compensation and Benefits

NBI offers the following for this position:

- Annual salary range: \$95,000 - \$105,000
- Insurance benefits, 100% of Employee Only premiums are paid by NBI: Medical, Dental, Vision, Life, AD&D and Long-Term Disability insurance. New Hires are eligible on the first of the month following the date of hire.
- 160 hours of accrued Paid Time Off (combined vacation and sick time for a full year).
- 11 paid holidays.
- Additional optional benefits available the first of the month following date of hire include: Flexible Spending Accounts (healthcare & dependent care); Health Savings Account; Accident insurance; Cancer insurance; Critical Illness insurance; Short Term Disability insurance; Term & Whole Life insurance; Identity Theft insurance; Pet insurance.
- 401(k) with company and safe harbor match available the first of the month after three months of employment.

- A dynamic, collaborative, and exciting place to work full of passionate and dedicated people all working towards our collective mission!

NBI is an equal opportunity employer and is committed to fair and equitable employment practices. We do not discriminate on the basis of race, color, religion, national origin, gender, gender identity or expression, age, marital status, sexual orientation, military status, disability, or any other protected status in our employment practices or programs.

We value work/life balance and are committed to supporting our employees' health, well-being, and professional growth.

If you're excited about this role but your experience doesn't align perfectly with every qualification, we still encourage you to apply. You may be just the right candidate for this or another opportunity at NBI.