

Technical Analyst

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.

Position Overview

NBI is seeking a Technical Analyst to support efforts across our Codes & Policy portfolio. Project work will focus on data collection and technical analyses related to incremental costing, operational and embodied carbon, building energy performance, building load and demand management, in addition to other research and project management activities. The Technical Analyst will support our nonprofit's efforts to assist local governments decarbonize their building sector and advance energy codes and policies. The position requires a motivated learner with strong analytical capabilities and an ability to support multiple projects at a time.

The ideal candidate has more than three years' experience working with residential and/or commercial building data, evaluating building energy and emissions performance, and familiarity with building energy codes. Experience with existing buildings and cost analysis is preferred. As with all positions at NBI, we seek someone with an affinity for and interest in building energy use, technologies, design strategies, carbon reduction, and the resulting benefits to occupants and the environment.

Key Responsibilities

Client Facing Project Work

- Projects include, but are not limited to, data collection and analysis, development of policy guidance and tools, and stakeholder engagement activities that advance uptake of high-performance building practices in projects, programs, and jurisdiction commitments.
- Become a subject matter expert in practices such as building design and construction, existing buildings, efficiency measures, electrification, embodied carbon, and distributed energy resources.
- Manage assigned project tasks and meet requirements for time and budget tracking and other program metrics.
- Identify and solve problems during project implementation.
- Assist senior staff in preparing for public meetings and technical hearings.
- Cultivate and maintain great client and project team relationships.
- Communicate technical subject matter to a wide range of audiences.

Industry Research and Analysis

- Support and conduct detailed research, characterization, and cost analysis of building decarbonization, electrification, and other codes and policies related to existing and new buildings.
- Stay informed of technical and policy issues in the building space through industry reports, newsletters, and webinars.
- Engage in needed research and analysis and document findings in written reports, guidance documents, case studies, and visual graphics.
- Ideate, propose, shape, and perform technical research in cutting-edge building and energy code and policy topics.
- Conduct research that provides cutting-edge code and policy guidance on decarbonizing new and especially existing buildings equitably to local and national organizations.
- Collaborate with senior staff on technical research and analysis to inform the building industry about necessary advancements to meet coming climate policies.

Resource Development

- Support the development of high-performance and carbon neutral building case studies, design guidance, fact sheets, utility-focused resources, publications, positions, and recommendations that are technically defensible and grounded in fact.
- Support the completion of client and internal reports, presentations, and technical materials and resources.
- Write, review, and publish technical documents, guidance documents, peer reviewed papers, and policy and code proposals.

Additional Project Work May Include

- Provide subject matter expertise in building code and policy topics to clients, peers, and project teams.
- Supporting other program efforts in the development, critique, edit, and delivery of communications assets and releases of reports, guidance, presentations, and other promotions.
- Supporting business development with proposal scoping, writing and delivery.
- Supporting the expanded knowledge of NBI staff by sharing lessons learned and new information.
- Support for building energy measurement and verification activities.

Qualifications

Required

- Three years' professional experience in architecture, engineering, energy efficiency, or energy-related field with a focus on one of the following areas: decarbonization advocacy, code development and implementation, utility

program implementation, green building consulting services, code development and implementation. (Additional advanced education may substitute for professional experience.)

- Bachelor's Degree or graduate-level work in architecture, engineering, or a related field; or demonstrated experience in a building construction or energy-related field.
- Experience in, or deep knowledge of, advanced building practices, including architecture, engineering, building science or an energy efficiency-related field.
- Ability to interpret and represent technical information to a wide range of technical and non-technical audiences.
- Attention to detail and ability to coordinate and track project tasks to help ensure completion.
- Excellent oral and written communication skills, including phone/email correspondence.
- Ability to coordinate professional relationships and partnerships with external market actors.

Desired

- Experience in existing building energy, carbon and cost analysis, energy modeling for code or certification.
- Experience working in state or local government, or with local, state or federal government agencies.
- Experience in mechanical or electrical system engineering and design.
- Experience with whole building lifecycle assessments.
- Advanced skills in Microsoft Excel (for example, Array calculations, Lookup functions, Pivot Tables).
- Familiarity with advanced data analytics tools such as Tableau, PowerQuery, and Python.

Reporting Structure

This position reports to a Senior Project Manager in the Codes & Policy program.

Location

This is a full-time, exempt position with the option to work remotely or hybrid from our office in downtown Portland, Oregon. Candidates residing in Oregon, Washington, California, Idaho, Colorado, Minnesota, Wisconsin, Indiana, Pennsylvania, New York, Virginia, Georgia, Massachusetts, and Rhode Island are preferred and encouraged to apply.

Compensation and Benefits

NBI Offers the following for this position:

- Annual salary range: \$63,000.00 – \$70,000
- 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!

To Apply

Email a cover letter, resume, and salary requirements to Careers@NewBuildings.org. Please write “Technical Analyst – Codes and Policy” in the subject line. Reference and background checks are performed prior to employment. Any applicant with a mental or physical disability who requires accommodation during the application process should contact Careers@NewBuildings.org to request accommodation.

For more information about New Buildings Institute, visit www.NewBuildings.org.

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.