



# BUILDING PERFORMANCE INSTITUTE

**CHIEF EXECUTIVE OFFICER**

POSITION PROFILE

JUNE 2024





# SUMMARY

The Building Performance Institute (BPI) is seeking an experienced, strategic, and forward-thinking individual to serve as Chief Executive Officer.

The Chief Executive Officer will lead the organization toward a future that includes thriving home performance businesses, economic opportunity for contractors and professionals, and improved housing stock for our nation. The new CEO will champion BPI's values in advancing equity and quality in the home performance industry. The successful candidate will combine skills in leveraging partnerships and collaboration, a keen eye for market opportunity, and commitment to excellence in building science.

# ABOUT BUILDING PERFORMANCE INSTITUTE

The Building Performance Institute is the nation's premier standards development and credentialing organization for residential energy auditing and upgrade work. BPI's mission is to provide the benefits of home performance to the nation's homeowners through best practice standards, credentials, and quality assurance services for the home performance and weatherization industry.

BPI is a 501(c)(3) nonprofit organization founded in 1993. It is accredited by the American National Standards Institute, Inc. (ANSI) as a developer of American National Standards and by the ANSI National Accreditation Board under ISO/IEC 17024 as a certifying body for the Energy Auditor professional certification.



## VISION

BPI is the cornerstone of the residential building performance industry, making all homes energy efficient, comfortable, safe, and durable.



## MISSION

To provide the benefits of home performance to the nation's homeowners through best practice standards, credentials, and quality assurance services for the home performance and weatherization industry.

# GOVERNANCE

BPI is led by a volunteer board of directors. The Directors are drawn from BPI's most important audiences, from contractors to local Weatherization Assistance Programs, from state energy and utility programs to manufacturers. BPI's board understands the importance of the highest quality in our technical standards and personnel credentials because they use them!

The board also includes non-voting liaisons from the U.S. Department of Energy, the U.S. Department of Housing and Development Office of Lead Hazard Control and Healthy Housing, and New York State Energy Research and Development Authority. These nonvoting board roles help ensure that BPI's standards, certifications, and other activities are coordinated to meet the needs of the industry and the public.



# WHAT WE DO

Many of the 130 million homes in this country were constructed before energy and building codes were established. These homes often suffer from performance problems ranging from energy consumption to poor thermal comfort, to indoor air quality issues.

In response, the Building Performance Institute, Inc. (BPI) was founded in 1993. BPI has become the nation's premier standards development and credentialing organization for residential energy auditing and upgrade work.

BPI's industry standards foster quality and consistency throughout the nation's home performance and weatherization workforce. BPI standards are developed by a working group of Subject Matter Experts, representing a variety of interest categories and geographical locations, in a consensus-based process. Standards are periodically updated in response to advancing knowledge and industry needs and are freely available for use

From these standards, BPI develops certifications and standards for home performance professionals. BPI Certified Professionals have demonstrated the knowledge, skills, and abilities to use the standards to produce high-quality workmanship. BPI is accredited by the American National Standards Institute, Inc. (ANSI) as a developer of American National Standards and by the ANSI National Accreditation Board under ISO/IEC 17024 as a certifying body for the Energy Auditor professional certification. BPI understands the importance of impartiality in carrying out its certification activities, manages conflict of interest, and ensures the objectivity of its certification activities.

## OUR EMPLOYEE RELATIONS PHILOSOPHY

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

To maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.



## WHO WE SERVE

BPI's standards and certifications are the cornerstone of residential building improvement in the United States. The BPI gold seal logo is a symbol of trust to homeowners. Contractors use BPI certifications to ensure their employees can deliver high-quality work to customers and to distinguish their company in the market.

Many states and utilities specify BPI certifications for contractor participation in efficiency programs to ensure public benefit dollars achieve the desired results.

BPI's track record of excellence has resulted in partnerships with federal agencies. BPI's Home Energy Professional certifications are specified by the Department of Energy's Weatherization Assistance Program, which operates in 99% of U.S. counties. The Healthy Home Evaluator certification was developed with support from HUD's Office of Lead Hazard Control and Healthy Housing. BPI 2400, the Delta Standard, is specified in the Inflation Reduction Act of 2022.

A man in a plaid shirt and blue overalls is working on a window frame. He is looking out the window, and his hands are on the frame. The background shows a building exterior with a window.

# PRIORITIES

The demand for qualified home performance professionals is high and growing. The Inflation Reduction Act and Building Infrastructure Law of 2022 have firmly established the nation's priority to reduce carbon energy use in homes and improve energy justice for disinvested communities.

To meet this demand, BPI's priorities include updating standards to meet current industry needs, growing the network of BPI Test Centers that deliver training and administer certification exams, developing stackable credentials to empower contractors focused on decarbonization services, and equipping the industry with tools and strategies to recruit a growing workforce.

The home performance industry currently has an overrepresentation of white and male workers. BPI recognizes that underrepresented populations have much to bring to the industry, and that their participation is necessary for the nation to reach its decarbonization goals. Reaching these groups with the career opportunities available in home performance is a top priority for the future and a cornerstone of our current work.

Healthy indoor environments are an increasing concern as Americans spend more time indoors. BPI will prioritize workforce skills to diagnose and resolve the housing conditions that trigger asthma attacks and other respiratory problems.

Low-income families in multifamily buildings carry disproportionately large energy burdens compared to single-family households, in part due to the lack of a workforce adequately trained in multifamily energy upgrades. BPI will continue to advance its standards and credentials to support safe, healthy, and efficient multi-family buildings.

# CHIEF EXECUTIVE OFFICER OPPORTUNITY

The Building Performance Institute (BPI) is seeking an experienced, strategic, and forward-thinking individual to serve as Chief Executive Officer.

The Chief Executive officer will lead the organization toward a future that includes thriving home performance businesses, economic opportunity for contractors and professionals, and improved housing stock for our nation. The new CEO will champion BPI's values in advancing equity and quality in the home performance industry. The successful candidate will combine skills in partnership and collaboration, a keen eye for market opportunity, and commitment to excellence in building science. Applications from members of underrepresented groups are encouraged.





# JOB DESCRIPTION

As the CEO, you will provide strong leadership to prepare and position the organization to achieve measurable results toward the strategic vision of the organization.

You will work with BPI's Board of Directors to develop a shared vision for the future, build public awareness and industry demand for BPI's credentials and standards and determine appropriate strategic priorities to sustain and grow the organization. Additionally, you will be accountable for leading all aspects of the organization's operations, including overseeing financial and asset management; identifying and implementing solutions that support and align strategic priorities; effectively cultivating collaborative relationships and partnerships that will advance the organization's goals and objectives; supervising and developing organizational talent; and assuring compliance with current laws, regulations and the policies set by the Board of Directors.

The role presents a unique opportunity to help develop BPI's organizational vision, implement enhanced strategies, and streamline infrastructure for future growth. You have proven leadership, financial acumen, strong collaboration instincts, and can excel as the face of the organization in the industry. Finally, you will be energized by our mission and committed to a vision for a sustainable, healthy planet, thriving people, and energy justice.



# POSITION RESPONSIBILITIES:

## EXECUTIVE LEADERSHIP AND ORGANIZATIONAL MANAGEMENT

Provide thoughtful and visionary leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission as defined by BPI's Board of Directors

Lead the strategic planning process for the organization with full input from all departments and staff; gain Board approval as needed; establish a documented 3-5 year organization-wide strategic plan and drive its implementation

Organize, motivate, and mentor internal team leaders to strategically grow the organization's impact, programs, fundraising, and to effectively fulfill its mission

Maintain and expand relations with key clientele throughout the industry, including government agencies, state and utility energy efficiency programs, high performance building training partners and proctors, and BPI certified professionals

Establish goals, objectives, and operational plans in collaboration with the Board of Directors, staff, and other leaders

Manage and motivate staff, overseeing processes such as hiring, staff professional development, performance management, and compensation and benefits

Continually foster a culture that encourages collaboration between departments and recognizes positive contributions

Foster innovative thinking and apply performance measurements to analyze and support strategic decision-making, creating a results-driven environment across the organization

## BOARD GOVERNANCE

Maintain regular communication to build strong relationships with the entire Board, providing leadership and support to members at all times

Communicate risks, issues, as well as successes with the Board by providing members with all information necessary to function properly and make informed decisions in a timely and accurate manner

Attend all Board meetings and provide reports and updates on staff as well as all current work, project timelines, and project and organizational progress

Gracefully manage the Board as needed to build consensus, remind of outstanding deliverables, and offer support

Implement Board policies and procedures and build support for Board decisions amongst staff

## DEVELOPMENT AND FUNDRAISING

Drive development and fundraising in alignment with the Strategic Plan and in collaboration with the Director of Program and Market Development, leveraging the Board and additional staff as needed

Initiate, cultivate, and extend relationships with the organization's portfolio of individual, government utility, manufacturer, training and corporate supporters

Ensure the organization's financial stability and sustainability by maintaining healthy cash flow and adequate reserves

## **FINANCIAL MANAGEMENT AND ADMINISTRATION**

Provide strategic leadership for administrative and operational functions in accordance with BPI's mission, objectives, and policies

Prudently direct resources within budget guidelines and according to current laws and regulations

Assume responsibility for the fiscal integrity of the organization

Monitor Board-approved budget and ensure maximum resource utilization, budget management, and maintenance of the organization in a positive financial position

Build and administer the annual budget with Board approval

## **EXTERNAL RELATIONS AND COMMUNICATIONS**

Represent BPI publicly and serve as chief spokesperson at events, conferences, partnership meetings and in the media

Present and promote the organization and its mission, programs, partners, and members in a consistently positive manner

Manage BPI's marketing and public relations strategy in alignment with the Strategic Plan

# QUALIFICATIONS:

**Candidates may emerge from nonprofit, government, or industry backgrounds and should possess the following:**

Five years of prior experience as a CEO, Executive Director, or a senior leadership position at an industry organization, nonprofit, or government body

Demonstrated experience in building performance, energy efficiency, decarbonization and/or utility incentive programs

Strong knowledge of energy efficiency solutions, technologies, and market trends

Exceptional business acumen and a history of providing visionary leadership at the executive level

Demonstrated experience executing organizational growth and leading a similar or larger sized successful nonprofit and/or related entity

Familiarity with diverse business functions such as marketing, public relations, human resources, etc.

Experience and success in motivating, recruiting, developing, retaining, and mentoring high performance, mission-driven, and results-oriented teams

Excellent written, oral, and public speaking skills; a persuasive communicator with strong interpersonal and multidisciplinary project skills

Bachelor's degree required, advanced degree preferred.

# COMPENSATION:

This opportunity offers the ability to make a significant impact leading and growing an impactful national nonprofit organization. The position offers a strong starting base salary, a full benefits package, and a team-oriented atmosphere that is both positive and rewarding. Starting compensation includes: a competitive salary dependent on experience of **\$145,000 - \$180,000** plus full benefits package that includes:

Monday-Friday schedule

Medical, Dental, and Vision benefits. The medical deductible is fully funded by BPI.

Employee gain share program

8 Paid holidays and 17 days of paid time off (PTO) to start, increasing to 22 days in year 6 and 27 days in year 11

Dental, Vision, Basic Life Insurance, Accident and Dismemberment Insurance, Non-Statutory Short and Long Term Disability insurance, at no cost to the employee

Section 125 Plan

401(k) Qualified Retirement plan with 4% employer match

Voluntary adjusted summer schedule option

# PROCEDURE FOR CANDIDATES

For immediate consideration please send resume, cover letter, and salary requirements to HR@BPI.org using the subject title: "BPI.ORG CEO SEARCH."

Review of applications, nominations, and expressions of interest will begin immediately and continue on a confidential basis until an appointment is made.

BPI is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.

