

Position Description

Project Manager

Summary: The Project Manager facilitates the successful implementation of multiple projects pertaining to the Building Performance Institute. Project management responsibilities include planning, coordination execution, monitoring, and completion of multiple projects on time within budget, and timeline. and within project scope. The Project Manager oversees all aspects of projects, organizes the recruitment and facilitation of specific groups, assists in setting deadlines, assigns responsibilities, and monitors and summarizes the progress of project(S) including overseeing project and dept budgets and preparing reports for upper management and as part of deliverables regarding status of project.

The Project Manager will work directly with upper management to ensure deliverables fall within the applicable scope and budget. They will coordinate with other departments to ensure all aspects of each project are compatible and aligned with BPI mission and scope.

Essential Duties and Responsibilities include the following:

- Serve as the primary contact pertaining to managing contracts and project deliverables.
- Assist in the development of the project scope, objectives, staffing, budget and schedule in collaboration with upper management
- Facilitate and coordinate the activities of Working Groups and Advisory Committees for specific projects including recruitment and vetting of SMEs; plan and execute meetings; prepare and distribute meeting materials, take meeting notes, develop reports, presentations, and relevant follow up.
- Oversee programs and projects and make the necessary adjustments to ensure tasks are completed on time and within budget constraints while utilizing a detailed project plan to monitor and track progress
- Coordinate project activities and materials with other BPI projects and actively participate in and contribute to BPI staff meetings and activities
- Prepare progress reports, final reports, lessons-learned memos and provide information as needed for internal and external communications.
- Represent Building Performance Institute at trade shows conferences, meetings, and certification events throughout the United States
- Attend Standards Technical Committee, Working Group, and Advisory Committee meetings as available; provide administrative support and assistance to group members
- Collaborate with all departments on policy developments, system updates, and product development and updates.
- Manage administrative processes such as working with BPI staff in getting new and updated products in the marketplace
- Other duties as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Ability to understand technical concepts and speak and write about them clearly and concisely, including in public forums
- Diligence in remaining current on building science concepts and practices
- Ability to organize and manage multiple tracking mechanisms for the administration and monitoring of programs and continual improvement processes
- Strong verbal communication skills, including negotiations skills. and presentation skills
- Ability to take direction, work independently, and coordinate with others
- Proficient in Microsoft Office (PowerPoint, Excel, Word) and internet tools
- Skilled in effectively working with and respecting diverse perspectives
- Experience or skill managing time to complete tasks quickly and efficiently
- Project management experience or training a plus; Familiarity with one or more project management philosophies like Lean, Agile, Six Sigma, or Kanban a plus
- Experience in developing, analyzing and overseeing budgets and reducing expenses for a project, process, or business line
- Experience organizing and facilitating meetings, including creating agendas, guiding technical discussions, and managing outcomes
- Experience or knowledge maintaining a formalized system that documents processes, procedures, and responsibilities for achieving quality policies and objectives

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Capacity to ask for guidance when situations occur that may put projects at risk.

Computer

Skills:

To perform this job successfully, an individual should have a mid-to high-level knowledge of Microsoft Word, Excel, Internet Explorer, Outlook, Access, and Power Point.

Work

Environment:

As BPI embraces a remote work environment, the candidate should have a workspace conducive to professional business interactions including effective telephone or web-based communications, free from frequent interruptions outside of BPI business, and free from safety issues including ergonomically friendly office furniture. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education**Experience:**

Associate's degree and five years related experience and/or training; or equivalent combination of education and experience in energy efficiency and/or standards development.

Compensation

The position offers a strong starting annual base salary range, a full benefits package, and a team-oriented atmosphere that is both positive and rewarding. Starting compensation includes an annual salary range of \$65-80k dependent on experience.

Benefits include:

- Monday-Friday schedule
- Medical, Dental, and Vision benefits with medical deductibles paid 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

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

To perform this job the employee must continuously operate a computer, telephone, and other office equipment. They must frequently communicate using telephone, email, and in person. They must regularly access the physical office using ramps, elevators, and doors. They must regularly perform administrative functions that require moving objects up to five pounds.

Travel:

This position requires national travel, estimated to be 20% of the time. The position is a remote work model.