



POSITION TITLE: **Manager, Standards & Program Support**

Organization:

The Green Building Initiative (GBI) is a 501c3 not-for-profit organization whose mission is to accelerate the adoption of building practices that result in resource-efficient, healthier and environmentally sustainable buildings. We advance this mission through credible and practical green building approaches for more sustainable communities.

Our strategy for accomplishing our goals involves education and promotion on the use of GBI's Green Globes® building rating system for private commercial buildings and GBI's Guiding Principle Compliance® third-party assessment program for federal building sustainability requirements.

Programs:

Our initiatives promote the use of GBI's Green Globes® building rating system for commercial buildings and GBI's Guiding Principles Compliance® third-party assessment program for achieving federal building sustainability requirements.

This third-party certification lowers risks for owners and ensures that both buildings and the teams who build and operate them are better able to achieve desired performance outcomes.

We measure our impact in achieving our mission in several ways, including growing the number of building owners that achieve certification of individual buildings, building projects, and portfolios of buildings.

Our Green Globes for New Construction program is maintained through use of an American National Standards Institute (ANSI) consensus process. More than 100 volunteers that are technical experts in various areas of environmental, human health, resilience, design, construction, and building operations lend time to this effort. The Manager, Standards and Program support would dedicate approximately 75% of work hours toward overseeing and executing the requirements of reviewing and maintaining GBI's ANSI Standard, which is the basis for the Green Globes for New Construction rating system.

How we are unique/work-at-home requirements:

There are many unique attributes to GBI. Important to candidates for employment, we are a 100% virtual organization. Candidates must be able to work from home with the assurance of quiet and stability appropriate for a work environment.

Employee must provide own internet access and cell phone. Travel is required.

Position Requirements:

Secretariat (75-90%) – the nature of the ANSI process is that it will need to take priority but it will vary in how much time it requires each month.



- Work cooperatively with Chair of Consensus Body (CB) and Consensus Body members to support the ANSI process and to ensure it is accomplished in compliance with GBI's procedures;
- Plan and orchestrate all CB meetings in compliance with requirements and in timely fashion, including publishing all CB meetings in ANSI's *Standards Action* publication;
- Ensure stakeholders list is regularly updated and maintained and communications to stakeholders are regular and compliant with requirements;
- Co-manage the time and work of the Secretariat-Assistant and oversee the efficient operations of the six (6) Subcommittees;
- Act as primary interpreter of ANSI Essential Requirements for the CB;
- Defend challenges to GBI's procedures;
- Maintain efficient, accurate, and comprehensive electronic records for ANSI audits to include capturing of correspondence;
- File all required forms with ANSI in conjunction with each stage of the process;
- Liaise with the Board of Directors to report on ANSI developments as requested;
- Manage parliamentarian and other vendors as required.

Project Management and Program Support (10-25%) – the nature of the projects to be assigned will require that you meet agreed upon deadlines. If your ANSI responsibilities will interfere with your ability to meet a requested deadline, please communicate time restraints to colleagues prior to accepting a new project.

- Projects may include writing technical manuals, assessment guidance, tool tips
- Contribute to development of Q&A questions based on Standard for Green Globes Survey
- Representing GBI before bodies on technical issues/discussions
- Some travel may be required

Qualities:

High work ethic, self-starter, strong sense of order, confidence to get others to follow rules, patience, authoritative without being domineering, "thick skin," list maker, curious, takes initiative.

Requirements:

The individual should have the following knowledge and characteristics:

- Strong organizational and project management skills
- Strong oral communications, writing and editing skills
- Extremely proficient in Microsoft Word
- Proficient in Excel and PowerPoint
- Ability to work with subject matter experts and obtain technical requirements for documents
- Comfort in working within a strict set of guidelines
- Facilitation experience
- Ability to maintain professional demeanor in the face of conflict and disagreements
- Interest in sustainability and building technology
- Proactive



Experience:

- Bachelor's degree in a related field
- Technical writing experience helpful
- Prior experience working environmental or nonprofit realm a plus
- Two years of office experience helpful

Organizational Alignment:

- Reports to the Director, Client & Program Support; co-manager is Director, Program Development & Compliance

To Apply:

Please send:

- 1) letter of interest,
- 2) resume, and
- 3) salary requirement.

Email this information with "Manager, Standards & Program Support" in subject line to Careers@thegbi.org . Application deadline is May 24. Submit files as PDFs or Word documents.

No phone calls, please. Only electronic applications are accepted for this position.