



JOB DESCRIPTION

Title: Commercial Program Manager
Location: Earth Advantage Institute
808 SW 3rd Ave, Ste 800
Portland OR 97204
Classification: Full-time, exempt, 40+ hours
Hours: Usually 8-5
Job Close Date: Open until filled
Position start: Third quarter 2011
Reports to: Executive Director

*This is targeted for applicants that meet **ALL** of the criteria below. Please review with care. We ask that you not submit your resume unless you are convinced that you meet the needs we seek. Include salary range sought and availability in cover letter in order to be considered.*

About Earth Advantage Institute

Promoting the wise use of energy and natural resources in a carbon constrained world, Earth Advantage Institute (EAI) will be the nation's leading organization in providing green building and climate solutions for clients in the building trades. EAI, an Oregon 501(c)(3) nonprofit corporation, certifies new and remodeled homes as a third-party verifier for the ENERGY STAR® and LEED for Homes® programs, as well as for its own residential, community, and commercial programs. In addition, EAI provides green design and consulting services, conducts education and training seminars, and is a key contributor to the development of green building standards. The organization includes over 400 builders, remodelers, and sponsors throughout Oregon, Southwest Washington, and Northern California, as well as licensed partners in: Ashland, Oregon; Eugene, Oregon; Redding, California; and Westborough, Massachusetts.

To drive this mission, EAI is in need of a strategic, dependable, intuitive and entrepreneurial program manager for the Commercial Program. The program manager will oversee outreach staff, lead the pursuit of new business opportunities, and manage the relationship with the department's key business clients and partners. The role reports directly to the Executive Director. Employing strategic oversight, the incumbent will be responsible for annual revenue and net income goals. The Commercial Program Manager will also monitor market developments to help inform the organization's direction in the commercial realm.

Position Summary

The Earth Advantage commercial department is a small, but growing, department focused on providing outreach, verification, and technical support for utility-based energy efficiency programs, in addition to the deployment of Earth Advantage proprietary green building certification programs. Commercial team members work collaboratively to deliver programs to their main clients, create avenues for new initiatives, and support the other departments within the organization. The team has an immediate need for a **Commercial Program Manager**, based out of the Portland, Oregon headquarters.

Review and Selection

Respondents must make proper and timely submissions to be considered. Failure to meet any requirement set forth or to provide the complete information required will disqualify the respondent from consideration for this position. All respondents will be rated according to competitive selection criteria.

Responsibilities

- Program Development/Maintenance- Working with the commercial team, lead the collaborative effort to evolve and expand the Earth Advantage Commercial (EAC) green building certification program in the state. Currently in pilot phase with increasing market place demand, the program would ultimately be widely launched and delivered beyond state boundaries. Administer and deploy the Earth Advantage Multifamily (EAMF)

certification program to targeted markets. Lead and manage continuing development of standards including future standard enhancement. Conduct quality assurance activities to verify quality and consistency certification results. Maintain archive for all certification results and develop reports on the programs.

- Business Development- Leverage contacts to create new revenue opportunities for the commercial department by expanding the Earth Advantage Commercial certification program from pilot phase to a state wide, and eventually a nationwide, offering. Build the certification program through meeting a growing market sector demand and offer successful client services to establish EAC as a go-to green building certification tool for the small commercial market. Build and maintain strong relationships with strategic partners, developers, architects, design/build firms, builders, clients, public agencies, product vendors and conservation programs.
- Contract/Budget Management - Maintain and strengthen relationship with business clients/partners by working with management staff and ensuring client goals and contractual Scopes of Work are not only met but exceeded. Perform P&L analysis, and respond appropriately to budgetary needs
- Program Delivery- Support the internal commercial team to lead project design teams, provide sustainable design strategies and shepherd them through the certification process. This includes facilitation of high performance building design workshops, consulting on energy and other sustainability issues, plan reviews, and administration of measure interpretation rulings (MIRs).

Essential Qualities and Skills

Business Development

- Strong business development and strategic visioning skills and experience.
- Experience developing short term and long term business development plans
- Understanding of key roles and relationships within the design and construction industry

Managerial/Leadership

- Successful team leadership and management experience
- Ability to proactively budget to meet contract goals and forecast revenue
- Demonstrated ability to exercise independent judgment and to work with very limited executive or administrative oversight .
- Superior oral and written communication skills and ability to interact well with others in the field and in an office environment.
- Strong sense of ownership and pride in work products; being detail oriented is a must.
- Highly collaborative nature with team building experience.
- Proven project management experience with design/construction projects.

Technical

- Experience related to commercial green building design and construction, energy efficiency, technologies and materials.
- Demonstrated familiarity with energy modeling and energy efficiency systems.
- Knowledge of the environmental, economic and social benefits of green commercial construction.
- Knowledge of New Building Institute's Core Performance package a distinct advantage.
- Thorough knowledge of the commercial construction industry, including the design and construction schedules, permitting process, sub-contracting, real estate sales, etc.

- Knowledge of building systems including lighting technologies, building envelope, mechanical Working knowledge of technical and cost savings analysis and reporting.

Additional Desirable Skills

- Proficiency in conducting in-field energy audits, sub metering, lighting, technology, DSM.
- Experience with renewable energy a plus.
- Knowledge of energy conservation principles and techniques; energy data analysis; research skills and experience.
- Knowledge or experience with CFD or daylight modeling.
- Experience with HVAC systems and/or HVAC controls
- May be required to climb ladders and bend, stoop and crawl in confined spaces on occasion in order to complete energy assessments as required by the stipulations of the job.

Education/ Professional Qualifications

- Bachelor or Master of Architecture, Engineering, Mechanical Engineering , or related field encouraged
- Minimum of four to eight years' experience in the commercial building field.
- Proven organizational, planning, project management, staff management and reporting skills.
- Proven leadership and management skills.
- Proficient in Microsoft Office Suite, and database management. Familiarity with CRM (Salesforce) advantageous.
- Good organizational skills with ability to manage projects from initiation to conclusion while maintaining focus and attention to detail.
- LEED Accredited Professional.
- Must maintain a valid driver's license and good driving record and be able to occasionally carry heavy equipment (up to 50 lbs).

Compensation

Earth Advantage Institute is an equal opportunity employer and offers a competitive compensation package. Salary commensurate with experience.

To Apply

Please submit the following materials to apply for this position (PDF or Word format). *Failure to include this specificity will discount your application from being reviewed or considered. Thank you for observing our detailed requirements.*

- Resume
- Cover letter detailing qualifications and **salary requirements**
- Three professional references

Email application materials to:

jobs@earthadvantage.org

Subject line should read: "Commercial PM – Last name, First name"

NO PHONE CALLS, PLEASE

