Job Description – Energy Benchmarking Program Manager

Green Building United is a 501(c)3 organization based in Philadelphia that promotes a healthy, resilient, and thriving built environment for all. Green Building United upholds these values through policy and advocacy, education, and program implementation and management throughout Philadelphia and the surrounding counties, the Lehigh Valley, and Delaware.

The Energy Benchmarking Program Manager will assist with the City of Philadelphia’s Energy Benchmarking Program and in the creation and roll-out of a regional benchmarking initiative in partnership with the Delaware Valley Regional Planning Commission (DVRPC)

- Manage and update large datasets related to building performance metrics and ability to perform data quality checks;
- Handle communications and outreach relating to the City of Philadelphia’s Benchmarking policy and compliance;
- Provide technical support, education, and assistance for the Energy Benchmarking program;
- Work with partners to assist in the creation of the Regional Energy Benchmarking Program and assist with outreach and education after project implementation.

Green Building United’s team is small and collaborative, and this position will also assist with additional programs and tasks as needed. These could include:

- Supporting the implementation of the Climate Ready Capital Project program
- Supporting the planning and execution of events to support GBU’s membership

Skills & Qualifications

The desired candidate will have either a degree related to sustainability, urban planning, data analysis, building design/architecture, energy management, or commensurate professional experience, and will have skills and/or experience in the following areas:

- Microsoft Excel – including data management/cleaning, analysis, and macro scripting;
- Experience with data analysis for annual reports and visualizations;
- Experience managing or working on programs or projects related to climate change adaptation, sustainability, environmental planning, and like areas;
- Experience drafting large scale communications and/or visual announcements for public audiences;
- Experience planning educational events and collaborating with multiple partners to bring programs and events to fruition;
- Experience with data automation processes, BEAM, RStudio, and ArcGIS is a plus;
- Current LEED Green Associate or ability to obtain credential within first year of job highly encouraged.

Interested candidates should send a Resume and Cover letter to Emily Pugliese at epugliese@greenbuildingunited.org. The position will be posted until filled and the anticipated compensation range is between $55,000 - $65,000.