

Job Description – High Performance Building Programs Director

Organization Summary

[Green Building United](#) is a 501(c)3 organization based in Philadelphia that promotes a sustainable, healthy, and resilient 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 the state of Delaware.

Position Summary

This position will lead the launch and implementation of a new high-performance regional building hub in Southeastern Pennsylvania following the blueprint of Green Building United's recently completed [Regional Buildings Hub](#) business plan. The position will also lead several programs areas within GBU aligned with supporting building owners, operators, and occupants to design, develop, and upgrade their homes and businesses to meet sustainability and climate goals. This position will report to GBU's Executive Director and have multiple direct reports.

Roles and responsibilities

- Lead strategic planning and implementation for Hub programs and resources based on the business plan, feedback from needs assessments, and advisory groups.
- Manage existing and new internal staff capacity, growth, and utilization.
- Steward budget/ financial resources, by providing thought leadership on funding applications, outreach to corporate partners, and leveraging GBU, Hub and external contractor staff to maximize Hub strategic implementation.
- Coordinate and build partnerships with technical consultants, advisory groups, and industry and community-based organizations to ensure quality, accuracy, and relevance of programs and resources in line with needs in the market and community.
- Provide thought leadership by staying informed of current events, regulations, and industry advancements.
- Represent Green Building United at public events, such as industry convenings, government sessions, technical trainings, workshops, and online info sessions.
- Support written material development, such as case studies, technology explainers, and policy and financing FAQs.

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- Develop tools, such as resources for future building performance programs or code compliance, financial planning, and service provider selection.
- Provide support on existing high-performance building programs within Green Building United, including the [Climate-Ready Capital Projects](#) initiative and support for [City of Philadelphia benchmarking and building tune-up programs](#), including meeting regularly with program team staff and key partners.
- Support organization-wide annual priorities, including the Green Building United Sustainability Symposium, Groundbreaker Awards, and key policy and advocacy efforts.

Skills & Qualifications

The desired candidate will have a bachelor's or master's degree related to sustainable building design, green building practices, energy management, or similar background and will have skills and/or experience in the following areas:

- Proven experience managing and administering large-scale initiatives, including staff recruitment and supervision, coordinating internal and external communications, and tracking performance metrics
- Demonstrated understanding of green or high-performance building science and/or project delivery
- Strong understanding of the Inflation Reduction Act programs and incentives relevant to the built environment
- Strong connections with local Southeastern Pennsylvania real estate community or demonstrated experience fostering similar connection
- 10+ years leadership experience, preferably with experience working both in the nonprofit sector and with private sector building owners / operators
- Clear record of strong interpersonal relationships and professional partnerships
- Demonstrated success as a convener of stakeholder and issue expert groups
- Strong background in managing and mentoring staff and contractors
- Deep understanding of and commitment to climate justice, equity, and community-driven programming
- Preferred: Demonstrated experience as a technical trainer on topics like building energy codes, energy modeling, or LEED certification

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Compensation and Benefits

The anticipated compensation range for this position is between \$90,000 - \$105,000. This is a hybrid position requiring some in office days at our office in Center City, Philadelphia. Benefits include:

- 100% Employer-covered health care, vision and dental insurance
- Participation in our 401k with a 2% match.
- Access to the SEPTA Key Advantage program, currently 100% covered by GBU
- 18 days paid time off in addition to 14 paid company holidays
- Opportunities for professional development including relevant industry conferences

To Apply

Interested candidates should send a Resume and Cover letter to jobs@greenbuildingunited.org. The position will be posted until filled.