



BUILDING POLICY MANAGER

Job Overview

Northeast Energy Efficiency Partnerships ([NEEP](http://www.neep.org)) is a regional nonprofit that promotes energy efficiency and carbon reduction in buildings in Northeast and Mid-Atlantic states. NEEP accelerates collaboration to promote policies, programs, technologies, and best practices in advanced energy efficiency and decarbonization so that homes, buildings, and communities across the region are transformed into efficient, affordable, low-carbon, and resilient places to live and work.

Role of the Building Policy Manager

NEEP's Building Policy Manager will contribute to NEEP's work to accelerate the adoption of and compliance with building energy codes and appliance standards, including analyzing building energy codes, appliance standards, zoning regulations, building performance standards, and other policies, planning and developing resources and tools, and managing peer sharing networks and stakeholder engagement opportunities. The Building Policy Manager reports to NEEP's Senior Manager of Codes & Standards and may have one or more Associate or intern reporting to them.

Consider this position if you're someone with strong technical, analytic, writing, and communication skills. Experience working with energy codes or appliance standards is preferred.

Responsibilities

- Work with NEEP staff and partners to research, develop, and disseminate resources to promote informed adoption and implementation of integrated, equitable policies and programs related to building energy codes and appliance standards across the NEEP region
- Provide direct technical guidance to state energy offices/departments, utilities, efficiency program administrators, and other key partners
- Research and track energy codes and standards legislative, regulatory, and administrative proceedings in the region for pertinent information regarding energy efficiency and building decarbonization
- Lead NEEP stakeholder discussion forums to facilitate information exchange and knowledge transfer between stakeholders
- Serve on and support external working groups or committees focused on building energy codes and appliance standards
- Interface with national building-related programs to promote the successful deployment of these programs in the region
- Lead or assist with the development and dissemination of tools, resources, and reports
- Contribute to NEEP's blogs and newsletters with timely and informative pieces
- Develop and manage project plans and budgets files to meet NEEP goals and commitments
- Contribute to NEEP's work to promote diversity, equity, inclusion, and justice in NEEP's culture and programmatic work
- Assist with grant applications and other materials to solicit and secure financial resources to support NEEP's work



Qualifications

- B.A. or B.S. in energy, environmental studies/science, architecture, building science, or related field **or demonstrated work experience**
- Understanding building science concepts, building systems, and familiarity with the terminology used to describe energy production, use, and conservation in buildings
- Experience in environmental policy research, analyses, and report development
- Must reside in one of NEEP's 13 states/jurisdiction in the Northeast and Mid-Atlantic region
- Demonstrated ability to translate technical concepts into clear and concise written and spoken narratives
- Excellent verbal and written communications and presentation skills
- Skilled in effectively working with and respecting diverse perspectives
- Excellent project, budget, and time management
- Ability to take direction, work independently, and collaborate with others
- Experience managing the work and time of others, serving as a team lead preferred
- Proficient use of spreadsheets, word processing, database, internet, and presentation tools, including GIS mapping
- Ability to be an advocate for NEEP's [mission and vision](#)

Application Process

To apply, please see our posting on Indeed (www.indeed.com). A resume, writing sample, and a cover letter telling us why you're passionate about working on these issues, and your qualifications for this work, will be required.

NEEP offers a competitive salary and a generous benefits package including health, dental, life, and disability insurance, personal time and a generous matching 401K with an excellent work/life balance.

NEEP is committed to an organizational culture of inclusion, diversity and equity and all NEEP staff have the opportunity to participate in and support the activities of NEEP's Diversity, Equity, Inclusion, and Justice Working Group. We are committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, sex, age, national origin, and physical or mental disability. We apply this policy to assure non-discriminatory practices in recruiting, hiring, training, promotion, compensation, benefits and all other activities. It also supports our capacity to achieve our mission on a regional scale.