



Operations Manager, Residential Sustainability Services

Organizational Overview

Southface is a nonprofit environmental organization promoting sustainable homes, workplaces and communities through education, research, advocacy and technical assistance. We envision a regenerative economy, responsible resource use, equity and a healthy built environment for all.

Position Overview

Southface is seeking a highly motivated individual with strong program management experience. The ideal candidate will have significant educational or work experience in residential and low- and mid-rise multifamily residential construction with specific knowledge related to green building and building science and business administration.

The Residential Sustainability Services team currently provides verification and certification services for EarthCraft, LEED for Homes, National Green Building Standard, ENERGY STAR, Home Energy Rating System, Georgia Power home energy efficiency incentives and the Georgia Energy Code.

Responsibilities

Specific responsibilities include, but are not limited to:

- Managing the operations of the team programs
- Team budgeting and invoicing
- Educating and supporting developers, general contractors, subcontractors and policy makers on improving the construction practices that impact the environmental sustainability of residential buildings
- Maintaining relationships with local and regional partners, developers and product manufacturers
- Overseeing the implementation of Southface's strategic plan within the team
- Other tasks as necessary supporting the Residential Sustainability Services team

Qualifications

The successful applicant for the position will meet the following requirements:

- Bachelor's degree or equivalent experience in building science, building construction, civil or structural engineering, architecture, business management, public administration or related field
- Experience in managing a diverse team with a complex budget
- Demonstrated success in efficient program management
- A demonstrated ability to lead change and a high level understanding of market-based approaches to advance sustainable communities and buildings
- Demonstrated analytical skills and understanding of building science knowledge and familiarity with green building programs such as EarthCraft and LEED for Homes
- Demonstrated resourcefulness and commitment to long-term organizational goals
- Computer proficiency and experience with Microsoft programs including Word, Outlook, Excel and PowerPoint; MS project or other scheduling software a plus
- Relationships with regional developers, builders and architects a plus
- Excellent oral and written communication skills
- Valid driver's license with clean driving history

Accountabilities

The position will be accountable for the following:

- Establishing and improving team performance metrics
- Adapting team interactions for increased performance
- Establishing team priorities
- Budgeting for delivery of organizational and team mission
- Engagement of organizational and team constituents
- Adapting team composition for high performance

Physical Requirements

Normal office setting. Occasional site visits to support program implementation; therefore, the Residential Sustainability Services Director must possess some physical dexterity, endurance and balance to safely and effectively accomplish this work.

Benefits

Southface offers competitive health and benefits:

- Salary commensurate with experience
- 15 paid vacation days annually
- 10 paid holidays annually
- 8 paid sick days annually
- Excellent medical insurance benefits
- 403(b) retirement plan with company match
- Continuing education and professional development
- Flexible work schedule
- Organizational culture that highly values the contributions and character of its employees

Hours of Work

Monday through Friday, 9:00AM—5:30PM, with flexible options. Occasional weekend or evening hours.

Application Process

Respond with a cover letter and resume to careers@southface.org with “RSS Operations Manager” in the subject line. Please, no telephone inquiries.

Pre-employment background checks are conducted on all final candidates. Southface is an Equal Opportunity Employer.