



Senior Project Manager, Better Buildings Challenge, Commercial 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.

Program Overview

The Atlanta Better Buildings Challenge (ABBC) is a voluntary energy efficiency program to assist the commercial real estate community in reducing energy and water waste and subsequent operational costs in its existing building stock. In 2011, the U.S. Department of Energy, the City of Atlanta, Central Atlanta Progress, Southface and stakeholders, partners and sponsors launched the program with a goal to lower building energy and water consumption each by 20% by the year 2020. To date, Atlanta's commercial real estate community has committed over 114,000,000 sq. ft. of buildings, representing the largest voluntary-based portfolio in the national program.

Position Overview

The ABBC Senior Project Manager is dedicated to the success of the Better Buildings Challenge programs by focusing on technical assistance. The position responsibilities include but are not limited to:

- Recruit new participants and maintain current participants.
- Manage program staff, service priorities and budget.
- Engagement of organizational and partnership constituents.
- Data Management – Oversee management of data in ENERGY STAR® Portfolio Manager (ESPM) for completeness and accuracy, assist with the preparation of scheduled reports and analysis and oversee maintenance of participant contact database in Salesforce.
- Technical Assistance – Oversee participant enrollment, benchmarking and implementation through referrals to program resources, including online resources and assistance with data entry in ESPM.
- Communications – Oversee program communications and participant recognition through content development, including articles and case studies.
- Education – Oversee strategy development and implementation with collaboration from program partners and sponsors to create and implement meaningful educational opportunities for ABBC participants and industry stakeholders.
- Replicate the Better Buildings Challenge in new markets.

Qualifications

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

- Bachelor's degree or equivalent experience in building science, building construction, engineering, architecture, business management, public administration or related field.
- Minimum of five years' project management experience with a focus on development, data analysis and reporting.
- Proven exceptional task management and organizational skills while leading multiple projects, tasks and deadlines.
- Ability to listen and interact collaboratively with a diverse group of people.
- Demonstrated experience in responding to partners, program participants and team in a fast-paced, service-oriented environment.
- Strong written and verbal communication skills.
- Excellent knowledge of MS Office.
- Experience with ENERGYSTAR Portfolio Manager.
- Collaborative and positive team-building demeanor.
- Valid driver's license with no major violations.

Physical Requirements

Ability to carry 35 pounds, which may involve carrying project materials, including program signs, presentation materials and equipment, such as a projector.

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, 8:30 a.m. to 5:30 p.m. with flexible options. Occasional weekend or evening hours.

Salary and Application Process

Respond with a cover letter and resume to careers@southface.org with "ABBC Senior Project Manager" in the subject line. Please, no telephone inquiries.

Pre-employment background checks are conducted on final candidates.

Southface is an Equal Opportunity Employer.