



Building Energy Codes Project Manager Job Description

Public Policy Overview:

The purpose of NEEP's Public Policy efforts is to develop and maintain a positive environment for public policies and programs that promote the efficient use of energy in the building sector throughout the Northeast states.

NEEP's Public Policy team accomplishes this by facilitating partnerships and serving as an information resource for policymakers, advocates, efficiency program administrators and other stakeholders to support the adoption and implementation of public policies that advance the efficient use of energy in the buildings sector. We accomplish this through four project areas:

- Policy Outreach and Analysis
- Building Energy Codes
- High Performance Schools and Public Buildings
- Appliance Efficiency Standards

Building Energy Codes Project Manager Job Overview:

The Building Energy Codes Project Manager is part of a two-person team reporting to the Senior Program Manager, High Performance Buildings, and, ultimately, to the Director of Public Policy. The Codes Project Manager for advocacy is charged with developing and implanting a strategy for the advancement of NEEP's Model Progressive Building Energy Codes Policy.

Project Manager Roles and Responsibilities:

Successfully manage advocacy portion of building energy codes project to deliver on project goals, including the following specific objectives:

- Update and disseminate the Model Progressive Building Energy Code Policy white paper.
- Identify and recommend updates, and coordinate Northeast states' input to national model energy codes (e.g. IECC, ASHRAE, RECA, DOE, BCAP) to reflect the interests and needs of Northeast states. Reporting back to NEEP staff, advisory committee members, partners and underwriters
- Assist states to plan, fund and implement training and technical support programs to achieve a high level of energy code compliance.
- Manage project communications to share information with partners, state code offices and other stakeholders.
- Facilitate a Regional Energy Code Project Advisory Committee to inform project priorities and activities, and to promote information exchange and knowledge transfer.
- Provide support to advocates and policymakers; research and prepare benefits information; serve on and/or support state energy subcommittees handling code updates; and facilitate information sharing/communications among stakeholders.
- Facilitate development of industry-based resources to assist Building Energy Code Programs in Northeast states, including coordination with ratepayer funded energy efficiency programs.



- Facilitate information exchange and knowledge transfer between states regarding successful energy codes training and support models.
- Issue regular Energy Code Updates
- Maintain project web pages
- Maintain database of stakeholders and key contacts in each state.

Support NEEP organizational objectives in the following ways:

- Contribute to NEEP notes with timely and informative pieces on codes
- Prepare on a timely basis quality quarterly progress reports.
- Assist with grants and other materials to solicit and secure resources to support project activities, as well as with preparation of an annual business plan to implement strategic goals and meet funding requirements for the building energy code project.
- Prepare timely and quality grant progress reports.
- Participate as an active member of the NEEP staff team including attendance and contributions to staff meetings, teleconferences, planning, reporting, organizational development and other staff projects.

Qualifications:

- B.S. in Architecture, Engineering or related field.
- Minimum of five years experience in building codes
- Demonstrated ability to understand technical concepts and write about them clearly and concisely.
- Excellent organizational and interpersonal skills.
- Attention to detail and accuracy.
- Good track record in managing projects and working with various team members to accomplish common objectives.
- Strong verbal, written, technical communication and presentation skills.
- Proficient in Microsoft Office, (PowerPoint, Excel, Word)
- Interest in energy efficiency and environment.

Application Process:

NEEP offers a competitive salary with comprehensive benefits package. To apply, please send a resume, along with cover letter, by e-mail to the attention of:

Susan Stocker
Northeast Energy Efficiency Partnerships (NEEP)
E-mail address: sstocker@neep.org

No phone calls, please.