



## MANAGER, BUILDING PERFORMANCE PROGRAMS

### Position Description

[Illinois Green Alliance](#) seeks a seasoned professional to champion the growth of the [Building Energy Resource Hub's](#) technical assistance tools, programs and services that provide energy efficiency guidance to buildings looking to improve building performance. With support from the Hub's Director, the Building Performance Manager will oversee and be responsible for all aspects of the Hub's technical assistance programs and resources.

The ideal candidate will have worked in the engineering, energy efficiency, commissioning, or building operations industry and have experience collaborating with building representatives and various disciplines involved in a building's performance. They will also have experience on a variety of property types including, but not limited to houses of worship, senior care communities, healthcare facilities, affordable multifamily housing, K-12 schools, and commercial offices. The ideal candidate will also have experience working with building teams that have limited financial resources and technical capabilities and be passionate about this exceptional opportunity to catalyze solutions to benefit under-resourced buildings. The Building Performance Manager will report to the Hub's Director.

### Responsibilities

- Building stakeholder engagement and collaboration to identify and overcome barriers to making energy efficiency improvements, complying with local green building regulations, transitioning to clean energy, and more
- Consulting and advising on potential energy efficiency improvements and answering building representatives' questions about compliance with building performance requirements, energy efficiency, and code
- Facilitating calls and meetings with building representatives and Hub partners
- Refining the program structure and processes, including the outreach, assessment, and on-going support
- Assist building owners and managers with reviewing their buildings' energy benchmarking data and supporting steps to energy policy compliance.
- Develop strong familiarity with Illinois municipal policies including advanced building energy codes and policies.
- Maintain the Hub's relationship with utilities to help buildings and businesses use less energy and save money.



- Coordinate program offerings and resources with partner organizations and agencies such as the Illinois Energy Office, county and municipal environment offices, and other local building industry organizations.
- Develop resources to best support buildings comply with new energy performance targets and electrification initiatives for commercial and multifamily buildings.
- Coordinating with consultants and partners on contract planning, management, and reporting
- Oversee internal staff members and consultants to ensure successful program and resource development.
- Other duties as assigned.

### **Qualifications**

- 5+ years of technical building-related experience in engineering, commissioning, energy efficiency auditing, or building operations in and around Chicago.
- Strong understanding of buildings, facilities, and/or manufacturing systems, building energy use, building construction, and energy analysis techniques.
- Strong familiarity with evolving local energy codes and energy efficiency trends.
- Demonstrated ability to work closely with a variety of building industry stakeholders, specifically building owners, managers, boards, and facilities staff.
- Excellent written and oral communication skills, able to understand and translate complex technical building performance concepts to a wide range of stakeholders.
- Be able to quickly develop familiarity with current energy codes and policies.
- Solid organizational abilities, including planning, delegating, and task facilitation.
- Demonstrated project management experience, including the management of multiple concurring building projects, contacts, and consultants.
- Passion for decarbonization of the built environment, social equity, community engagement, and the mission of the Hub.

### **Personal Skills**

- Enjoys collaboration with partner organizations and takes joy in working on a team
- Is an empathetic, thoughtful candidate who actively seeks ways to empower others and help them succeed
- Has a strong commitment to making a difference and enthusiasm for Illinois Green's mission
- Excels at thinking creatively to develop new program plans and strategies while being nimble and quick to adapt to new challenges and opportunities



- Is detail-oriented and can manage multiple projects at once, balancing competing goals and demands from staff, volunteers, and community partners
- Has strong interpersonal communication skills to effectively coordinate and build meaningful relationships with our diverse base of members, volunteers, business leaders, and community partners to achieve our goals
- Has the ability to gauge and navigate the needs of our audience by working collaboratively with our volunteers and partner organizations

### **Benefits and Compensation**

The salary range for this position is \$60,000 to \$75,000. Offers will be made commensurate to experience. Benefits include:

- Up to 100% employee coverage for medical and dental
- 403b retirement benefits plan
- 10 vacation days in the first year, 10 paid holidays
- Office closure between Christmas and New Year
- Work from home flexibility and personal time accommodations

**Illinois Green Alliance is an equal opportunity employer.** Illinois Green is committed to improving diversity and inclusion across the organization, including at the staff level, and strives to center equity and racial justice in our work. Illinois Green can only realize its mission and goals effectively by achieving greater diversity – whether of race, gender, sexual orientation, or ability – among the stakeholders who inform and engage with our work.

### **To Apply:**

**Email your resume and cover letter to [info@illinoisgreenalliance.org](mailto:info@illinoisgreenalliance.org) with the subject line “Building Performance Manager”.**

**Applications will be considered until the position is filled.**