



Job Description: Project Manager, Buildings Program

The National Association of State Energy Officials (NASEO) is seeking an entry- to mid-level Project Manager to join the NASEO Buildings Program team. The NASEO Buildings Program works with the 56 Governor-designated State, Territory and District of Columbia Energy Offices (collectively “State Energy Offices”) on programs and policies that enhance energy efficiency and use of clean energy resources; reduce emissions and adverse environmental impacts; improve energy affordability; support and expand the clean energy workforce; and provide resilient, healthy and safe buildings.

The Project Manager, working under the day-to-day direction of the Senior Program Director for Buildings and reporting to the Senior Managing Director, will be responsible for coordinating and convening NASEO members for calls, webinars, and events; compiling examples, policy information, and data to support the creation of program resources and databases; providing project management, budget management, and proposal development support; and conducting research and analysis. The Project Manager will work on projects that include improving energy efficiency and indoor air quality in K-12 schools, residential energy labeling, building energy codes, building performance standards, grid-interactive efficient buildings, resilience, advanced building construction, and other topics.

The Project Manager will assist the Senior Program Director in communicating with state and external partners, including federal, corporate, philanthropic, and NGO representatives. The ideal applicant will demonstrate sound judgement, an enthusiastic demeanor, strategic thinking, strong interpersonal abilities, and exceptional writing skills.

Position duties:

- Assist Buildings Program staff with research and writing of reports, policy documents, and presentations;
- Participate in planning and execution of NASEO webinars, workshops, meetings, and conferences, including, assisting in identifying speakers, scheduling meetings, and coordination of events and speakers;
- Support management and operation of the NASEO Building Committee and related working groups, including supporting member engagement through communications, events, and web resource development;
- Respond to NASEO member research requests in a timely, courteous, and professional manner;

- Develop subject matter expertise on NASEO Building Program policy areas such as K-12 school energy efficiency and indoor air quality, building energy codes, residential energy efficiency, building performance standards, grid-interactive efficient buildings, and energy resilience for buildings, or other policy areas as needed.

Skills and Experience required:

- Excellent research and writing skills;
- Knowledge of energy efficiency in the built environment;
- Attention to detail;
- Familiarity with video conference software (Zoom, etc.);
- Ability to work independently;

Preferred qualifications:

- Understanding of energy efficiency, building energy issues, energy policy;
- Experience working with State Energy Offices, the U.S. Department of Energy, U.S. Environmental Protection Agency.

About NASEO

NASEO is the only national non-profit association for the governor-designated energy officials from each of the 56 states and territories. Formed in the states in 1986, NASEO facilitates peer learning among state energy officials, serves as a resource for and about state energy offices, and advocates the interests of the state energy offices to Congress and federal agencies.

NASEO offers competitive compensation and benefits, significant and regular opportunities for professional growth, and a collegial, fast-paced work environment. More information about NASEO's members, programs, and events is available at: www.naseo.org.

Compensation

Commensurate with experience. The position is subject to continued funding.

How to Apply

Interested candidates should submit a resume and cover letter to jobs@naseo.org with the subject line "NASEO Project Manager– [NAME]." Please indicate your salary expectations in your application.

Closing Date

Applications will be reviewed on a rolling basis.

This position will be based in Arlington, VA. NASEO has an evolving remote work policy, but applicants must be willing to locate within the Washington, DC metro area.