



**National Association of State Energy Officials**  
**Job Posting: Senior Program Manager, Building Energy Codes and Standards**

**Overview:**

The National Association of State Energy Officials (NASEO) seeks a Senior Program Manager to support our work in building energy codes, building performance standards, building code workforce development, and related building energy efficiency, beneficial electrification, and resilience topics.

The position will report to the Senior Program Director, Buildings and Senior Managing Director as part of NASEO's Buildings team, which engages 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; improve energy affordability; support and expand the energy efficiency workforce; and provide resilient, healthy, and safe buildings.

The Senior Program Manager, Building Energy Codes and Standards 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 related to building energy codes and building performance standards; providing project management, budget management, and proposal development support; and conducting research and analysis. The Senior Program Manager will work on projects focused on building energy codes and building performance standards and will also help inform NASEO's efforts in workforce development for energy efficiency jobs, energy equity, and other topics. The Senior Program Manager will assist the Senior Program Director in communicating with state and external partners, including federal, corporate, philanthropic, and non-governmental representatives.

The ideal candidate will be organized, intellectually curious, dedicated to upholding NASEO's [Commitment to Equity, Access, and Inclusion](#) in their work, and respectful of the diversity and priorities of NASEO's State and Territory Energy Office members.

**Position Responsibilities**

- Serve as a subject matter expert on building energy codes and standards (International Energy Conservation Code, ASHRAE 90.1), building performance standards, and other building energy efficiency related topics;

- Track building code development and adoption and building performance standard development and adoption activities in states;
- Track state activities related to building codes and resilience;
- Assist Buildings Program staff with research and writing of reports, policy documents, and presentations;
- Lead planning and execution of NASEO webinars, workshops, meetings, and conferences, including such tasks as assisting in identifying speakers, scheduling meetings, and coordination of events and speakers, which may require travel;
- Respond to NASEO member research requests pertaining to building energy codes and building performance standards;
- Engage and elevate the priorities of State and Territory Energy Offices to program funders, federal agencies, private sector partners, and other stakeholders;
- Develop subject matter expertise on NASEO Buildings Program policy areas as needed.

### **Desired Qualifications and Skills**

- Bachelor's degree or equivalent work experience in a related field; Master's degree strongly preferred.
- Excellent research, writing, and editing skills.
- Knowledge of energy efficiency in the built environment, including building energy code development, compliance, and enforcement.
- Knowledge of building performance standard policy development and compliance.
- Understanding of the role of State Energy Offices in the development, adoption, compliance and enforcement of building energy codes and building performance standards.
- Experience managing budgets.
- Experience managing federal/Department of Energy grants.
- Attention to detail.
- Ability to work independently.
- Experience working with State Energy Offices, the U.S. Department of Energy, the U.S. Environmental Protection Agency, and/or other relevant stakeholders.
- Experience with planning conference events, webinars, and meetings.

### **About NASEO**

NASEO is the only national non-profit association for the governor-designated energy officials from each of the 56 states, territories, and District of Columbia. Formed by 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. More information about NASEO's members, programs, and events is available at [www.naseo.org](http://www.naseo.org).

### **Compensation and Benefits**

The expected annual salary for this position is \$80,000-\$100,000, commensurate with qualifications and experience. NASEO will consider exceptionally qualified candidates for the

Program Director level, which has an annual salary range of \$100,000-\$130,000. NASEO offers competitive benefits, significant and regular opportunities for performance reviews and professional growth, and a collegial and comfortable work environment for employees based in the Washington, D.C. area.

### **How to Apply**

Interested candidates are invited to submit a resume (no longer than two pages) and one-page cover letter as PDFs to [jobs@naseo.org](mailto:jobs@naseo.org) with the subject line "Senior Program Manager, Building Energy Codes." Please indicate clearly in your cover letter whether you are applying as a local or remote candidate. Applications received before March 22, 2024 will be prioritized; those received after will be reviewed on a rolling basis if needed until the position is filled.

### **Eligibility**

All candidates must be eligible to work in the United States; the work authorization of successful candidates will be verified by completion of an Employment Eligibility Verification (I-9) Form prior to commencing employment at NASEO. Because NASEO conducts work under U.S. federally funded awards and agreements, candidates who are not United States citizens by birth or naturalization who are offered employment at NASEO may need to provide specific information to satisfy federal requirements for foreign national participation.

### **Location**

NASEO's metro-accessible office is located in Arlington, Virginia. NASEO's current policy allows a hybrid structure requiring at least two days in the office during the week. Local candidates are preferred, and NASEO will not cover relocation expenses. NASEO will consider exceptional candidates for a remote position with regular travel to the Washington, DC area.