



Green
Building
Alliance

VICE PRESIDENT OF PLANNING AND POLICY

OVERVIEW

The Green Building Alliance (GBA) **Vice President of Planning and Policy** leads efforts to develop and implement transformational planning and policy efforts across GBA's network. As the environmental, social, and economic impacts of climate change are becoming more urgent, GBA has led the call to action through its strategic initiatives. This position will play an integral role in providing technical assistance to building, community, and district-scale projects throughout Western Pennsylvania to achieve holistic sustainability outcomes, while also advancing policies that support green building and sustainability. In addition, this position will support GBA's overall operations, strategy, and development goals, balancing team effectiveness with revenue diversification. This position reports to GBA's *Executive Director*, works closely with the *VP of Strategy and Innovation* along with the entire leadership team, and will oversee the *Sustainable Communities Director*.

Green Building Alliance (GBA) advances innovation in the built environment by empowering people to create environmentally, economically, and socially vibrant places. As Pittsburgh's founding authority on sustainable design, GBA drives the market for healthy communities while equipping designers, manufacturers, developers, educators, and policymakers to catalyze systemic change. Named one of the Pittsburgh Business Times' Best Places to Work, GBA offers competitive compensation packages, flexible work schedules as needed, investment in ongoing personal and professional development, jovially intelligent co-workers, a strong and purpose-driven team atmosphere, and a commitment to helping every building and community be sustainable so every person can thrive. gba.org

DUTIES

The VP of Planning and Policy is an integral part of GBA's team and supports project technical assistance, policy adoption and implementation, program development, and overall strategy. Efforts include, but are not limited to:

Provide Technical Assistance to Projects and Support Program Development: 50%

- Provide technical assistance to significant building, community, and district-scale projects throughout the region, including owner advisement on large-scale projects and partnership with City of Pittsburgh on sustainability reviews and neighborhood plans
- Investigate creation of transformative project financing that catalyzes sector-shifting change across schools, businesses, communities, and cities
- Develop metrics and indicators to track and report impact across existing program areas, while also translating outcomes in a regional, national, and global context
- Identify opportunities to enhance effectiveness of GBA's existing programs, and build connections between program areas for optimal impact
- Work closely with the Executive Director, senior GBA staff, and the Board of Directors in the creation of the UN Center of Excellence for the Pittsburgh region
- Assist with mapping GBA's existing programs to global frameworks such as the UN Sustainable Development Goals (SDGs) to evaluate our regional progress under a universal framework for environmental and social outcomes
- Convene meetings and workshops with local, regional, and national stakeholders to advance existing and emerging program opportunities
- Build partnerships and networks across sectors to advance green building and sustainability

Implement and Develop Policy: 25%

- Facilitate the reestablishment of advocacy and public policy efforts regarding the advancement of green buildings and sustainable development (process, funding, financing, and legislation) at local and state levels
- Drive adoption and creation of creative financing models, including PennSEF, energy efficiency capacity credits, bundled renewable purchases, Property Assessed Clean Energy (PACE), and impact investing
- Convene and manage GBA's Policy Committee
- Assess and recommend action on existing and developing policy opportunities
- Represent GBA at current and future policy conversations, including through the Construction Legislative Council, Building Owners and Managers Association Policy Committee, and Pennsylvania Energy Code Collaborative
- Coordinate and support activities related to elected officials and legislators, as needed

Support GBA Operations, Strategy & Development: 25%

- Hire and manage staff as funding and business requirements allow
- Assist in overall GBA strategy, innovation, program development, and staff development
- Assist with grant writing and reporting
- Support educational trainings and events
- Support development and fundraising efforts, including program-specific funding and diversifying GBA's stakeholder, membership, and sponsorship base
- Assist development of strategic organizational initiatives
- Develop necessary content for the communications staff in promoting GBA's work

EDUCATION, SKILLS & ABILITIES

- Master's degree preferred in related area (e.g. sustainability, engineering, architecture, landscape architecture, business, urban planning, etc.)
- 10+ years of experience in the sustainability sector with demonstrated success in project implementation, program development, and staff management
- Passion for and understanding of the built environment and community development, including the triple bottom line outcomes of healthy, high-performance spaces and sustainable development
- Ability to develop familiarity with sustainable community metrics, benchmarking, and other quantitative methods
- Exceptionally motivated and independent-thinking multitasker to contribute to the success of a high-functioning team
 - Possession of excellent organizational skills; detail-oriented and task-driven
 - Ability to manage multiple projects at once
 - High level of integrity and commitment to excellence, with ability to respond quickly to change and create flexible approaches to new challenges
 - Creativity in analyzing and solving problems with envisioning system-level solutions
 - High energy, drive, and entrepreneurial spirit; self-starter with a positive attitude
 - Strong interpersonal skills and ability to cultivate and grow relationships with diverse constituencies
 - Bring optimism, support, and compassion to work daily
- Excellent written, verbal, presentation, and facilitation skills
 - Clear communication style
 - Ability to convey and translate GBA's mission-centered message and programs with both quantitative and qualitative information to diverse technical and non-technical audiences
- Knowledge of Microsoft Office programs, with an advanced proficiency in Excel highly preferred; prior experience with ENERGY STAR Portfolio Manager, GIS, and other data-centered software preferred
- Proficiency with Microsoft Office programs (Outlook, PowerPoint, Word, and Excel)

- Green building credentials (e.g., LEED Green Associate, Envision, Passive House) or interest in acquiring supporting credentials

GENERAL REQUIREMENTS

- Based at GBA's offices on Pittsburgh's South Side, located in the historic Terminal Building, currently undergoing renovation as "The Highline" – a mixed-use, riverfront development offering access to bike trails, green spaces, a workout facility, coffee shop, and businesses
- Ability to have a flexible work schedule, including some early mornings and evenings for events
- Local travel and driver's license required; willingness and ability to use own vehicle on company business (mileage reimbursement provided). Infrequent regional travel (with notice) is also anticipated.

APPLY

- Submit a cover letter and resume to hr@gbapgh.org by **5 p.m. EST on Thursday, May 16, 2019**; no phone calls, please.
- Strong consideration will be given to candidates who want to contribute to and grow with GBA's successful, high-functioning team in a way that advances the organization's dynamic approach to environmental, social, and economic impact and preference for actionable results

GBA strives to create a diverse and inclusive workplace. We highly encourage qualified applicants regardless of age, color, creed, disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, military or veteran status (or any combination of these or related factors) to apply for consideration. GBA is an Equal Opportunity Employer.