



## 2030 Performance & Outreach Coordinator

### Overview

Green Building Alliance's (GBA) **2030 Performance & Outreach Coordinator** supports the ongoing success of the **2030 District Program for the Western Pennsylvania region**. This position will help create performance reports for buildings who are a part of the Pittsburgh & Erie 2030 District program as well as maintain or improve communications with new and existing Partners of the 2030 District. 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 and programs – especially the Pittsburgh & Erie 2030 District. This position works closely with and reports to GBA's Director of Strategy & Analytics and works within the Pittsburgh & Erie 2030 District team.

*Green Building Alliance (GBA) advances innovation in the built environment by empowering people to create environmentally, economically, and socially vibrant places. As Western Pennsylvania'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 purpose-driven team atmosphere, and a commitment to helping every building and community be sustainable so every person can thrive. [gba.org](http://gba.org)*

*The [2030 District encompassing Pittsburgh, Erie and the western PA region](#) is the largest in the world with over 900 committed buildings working collaboratively toward 50% reductions in energy use, water consumption, and transportation emissions by the year 2030, while improving indoor air quality.*

### Duties

Include, but are not limited to:

- **Collecting and managing Pittsburgh & Erie 2030 District data**
  - Enter data and collect information on new and existing properties
  - Quality check existing property data, flag or correct abnormalities as they arise
  - Assist with ongoing property performance tracking, including creating and quality checking property data performance reports
  - Schedule annual one on one performance review meetings with partners, manage calendar invites
  - Take notes during annual one on one performance review meetings, lead performance review meetings when necessary
  - Create custom performance baselines for properties when necessary
  - Help Pittsburgh & Erie 2030 District properties define and track property performance compared to national and District energy, water, transportation, and indoor air quality baselines using Energy Star Portfolio Manager and other tools
  - Provide one-on-one support and technical assistance to Partners
  - Maintain program documentation, including forms, spreadsheets, and administrative manuals
  - Regularly update Pittsburgh & Erie 2030 District property data spreadsheets and GIS maps, continuing to improve property data for all existing and future buildings in the District
- **Managing Pittsburgh & Erie 2030 District partner communications and outreach**
  - Manage logistics and content development for Pittsburgh & Erie 2030 Partner events, including promotional emails and special invitations
  - Collaborate on development of GBA's annual report, including data collection and entry, copywriting, and editing

- Address Pittsburgh & Erie 2030 District Partner inquiries regarding high-performance building issues, products, services, financing, codes, and suppliers
  - Serve as liaison with small building owners and businesses to collect data, analyze results of energy and water efficiency projects, and create case studies to reflect and promote results
  - Assist in recruitment efforts for prospective and new Pittsburgh & Erie 2030 District Partners, including administrative onboarding tasks
  - Develop expertise on building performance best practices and the green building industry; track green building industry news, happenings, and resources
  - Provide assistance to other strategic GBA and Pittsburgh & Erie 2030 District initiatives
- **Supporting organization-wide technical assistance**
    - Field technical assistance questions which come to GBA through phone, email, or other means
    - Answer technical assistance questions to the best of your ability, enlist other GBA staff or external stakeholders as needed
- **Support GBA Operations & 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 bases
    - Assist in development, coordination, and implementation of GBA's Strategic Plan

## Education, Skills & Abilities

- Bachelor's degree in related area (e.g., sustainability, engineering, urban planning or architecture)
- Passion for and understanding of the built environment required
- Ability to develop familiarity with metrics, benchmarking, and other quantitative methods required.
- Excellent written, verbal, and presentation 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 nontechnical audiences
- Possession of excellent organizational skills; detail-oriented and task-driven
- Ability to work independently with limited supervision
- Strong interpersonal skills and the ability to cultivate and grow relationships among diverse constituencies
- 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 a plus
- Has a green building credentials (e.g., LEED Green Associate, RESET, WELL, Passive House) or interest in acquiring supporting credentials

## GENERAL REQUIREMENTS

- Based at GBA's offices on Pittsburgh's South Side in 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 and national travel (with notice) is also anticipated

*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.*