

Position: Building Performance Program Associate

Location: Philadelphia, PA

BACKGROUND: Through a joint initiative, the Institute for Market Transformation (IMT) and Natural Resources Defense Council (NRDC) have established long-term partnerships with cities across the country to assist them in the design and implementation of ambitious plans that significantly reduce community energy costs and carbon pollution, create local demand for skilled workers, and produce new market opportunities for private-sector investment in the existing building stock. As part of this initiative, IMT is providing on-site staff assistance to help cities develop and execute their plans.

JOB DESCRIPTION: IMT seeks a dynamic, impact-oriented Program Associate to work with the City of Philadelphia Mayor's Office and other city agencies to assist with the implementation of policies designed to advance energy efficiency in large buildings throughout the city. The Associate will primarily support the continued implementation of Philadelphia's energy benchmarking program, particularly by assisting in data management and outreach to building owners and operators. In particular, the Associate will be expected to leverage outreach opportunities to learn more about opportunities for energy efficiency investments in Philadelphia's building stock, and provide recommendations for interested owners and operators where appropriate.

The Associate will also support other Philadelphia's CEP initiatives, including new and ongoing sector-specific building competitions, research on improving building code compliance, and strategies for transitioning benchmarking information into energy efficiency actions. The Program Associate will be part of a network of City Energy Project staff members in cities across the country that are supporting building energy efficiency policy initiatives, and will therefore be engaged at the local, regional, and national levels to advance the city's goals.

To accomplish Philadelphia's goals, the Program Associate will:

- Work in close collaboration with City of Philadelphia staff, including the Director of Sustainability and other sustainability and policy team members on high-priority energy efficiency initiatives supported by the City Energy Project
- In partnership with the City, develop a detailed work plan describing the objectives, goals, and responsibilities for the position, and take action on that work plan
- Manage data for Philadelphia's energy benchmarking program, including tracking compliance and developing metrics and reports
- Conduct outreach to building owners and operators working to comply with the benchmarking law, including phone calls, emails, and in-person help sessions
- Support additional initiatives as part of Philadelphia's City Energy Project commitment
- Ensure appropriate reporting to IMT and NRDC leadership
- Participate in the City Energy Project network activities

SKILLS AND EXPERIENCE:

- Undergraduate degree in relevant field, with a minimum of two years of related work experience
- Prior communications and research experience, particularly in public policy context
- Existing knowledge of building performance policy and proficiency in EPA's Portfolio Manager tool
- Strong computer proficiency and experience with data management and/or analysis

PLUSES:

- Knowledge and experience related to building sciences, commercial real estate, or energy efficiency in buildings
- Thorough knowledge of Adobe Creative Suite, particularly Photoshop and Illustrator
- Thorough knowledge of Salesforce or comparable CRM platform

SALARY: Commensurate with experience. Please include salary requirements with your application.

TRAVEL: This position requires travel outside of the Philadelphia metro area less than 10% of the time.

TO APPLY: To submit an application for this position, email a resume and a brief cover letter with “Building Performance Program Associate” in the subject line to: benchmarkinghelp@phila.gov by February 27, 2014.

This position is funded and employed directly by the Institute for Market Transformation and seated in the Philadelphia Mayor’s Office of Sustainability. The position is full-time through the end of 2015, with funding in place for project extension based on overall progress and employee performance.

IMT is a 501(c)(3) non-profit organization based in Washington, DC. IMT’s mission is to promote energy efficiency, green building and environmental protection in the United States and abroad. The focus of IMT’s work is energy efficiency in buildings. The organization’s activities include technical and market research, educational outreach, and the crafting of energy efficiency policy and program initiatives. IMT is an equal opportunity employer. For more information, please visit www.imt.org.