

## **NEEC Senior Project Manager Position**

### About NEEC and the Smart Buildings Center:

The Northwest Energy Efficiency Council (NEEC) is a business association of the energy efficiency industry. NEEC's mission is to promote energy efficiency policies, programs and technologies that create jobs and foster economic growth and environmental improvement.

The Smart Buildings Center (SBC) is a multi-functional energy efficiency headquarters on the first floor of the Pacific Tower Building in Seattle, Washington. Funded by the Washington State Department of Commerce, the SBC serves anyone within the state with an interest in better understanding energy efficiency in commercial and institutional buildings. Our specific focus is showcasing where smart meets efficient.

### General Description:

NEEC is seeking a dynamic Senior Project Manager to advance the market demand for smart buildings and accelerate the adoption of smart technologies and practices in the industry. This role would entail managing multiple projects and clients, as well as seeking new and creative ways to drive the smart buildings conversation through events, trainings and initiatives with the center. The role requires direct working knowledge of building systems and the energy management industry. The position reports directly to the Smart Buildings Center Project Director and will work collaboratively throughout the organization.

### Responsibilities:

- Oversee the Tool Lending Library and conduct tool trainings, develop case studies, and research new technologies to add to the existing inventory
- Help design the future of the Tool Lending Library by curating the library's inventory to match the needs of the market with the most innovative and cutting-edge opportunities for conceptualizing and measuring building performance
- Contribute subject matter expertise to the development of forward-thinking solutions that accelerate the demand for smart buildings through new technologies
- Generate and publicly present thought-leading ideas through public presentations, written resources, publishable articles, and/or blogs

### Qualifications:

- 5+ years' experience with project management
- Ability to manage multiple projects, including planning, reporting and meeting deadlines
- 5+ years' experience in the building design, construction, facility operation, energy management, building science or related industry
- Excellent written communication skills and comfort speaking before large audiences
- Experience with commercial (preferred) or residential building codes
- Experience managing the work of subcontractors and in-house project team members to meet project goals
- Firm understanding of smart buildings and smart building technologies

- Demonstrate a high degree of professionalism and an ability to work with a variety of stakeholders including building owners and operators, policy-makers, and other industry professionals
- Ability to travel periodically

How to Apply:

This is a full-time position based in NEEC's office in Seattle, WA. NEEC offers a competitive salary and benefits package commensurate with experience. Email resume, cover letter, and salary requirements to [Brittany.quigley@nec.net](mailto:Brittany.quigley@nec.net).

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