

manager: climate communications

August 31, 2023

Organizational Profile

The Building Energy Exchange (BE-Ex) is an award-winning, independent nonprofit driving decarbonization of the built environment. We accelerate the transition to healthy, comfortable, and energy efficient buildings by serving as a resource and trusted expert to the building industry. Through education, exhibits, and actionable research, BE-Ex is central to New York City and State's climate action plans, and advances high performance buildings globally, as the founding member of the United Nations *International Centres of Excellence for High Performance Buildings*, and nationally through its *Building Performance Partnership*.

Join us to work with a dedicated, diverse, collaborative, and supportive team to transform the built environment, locally and around the world, creating healthy and sustainable buildings everywhere for everyone.

Opportunity

Reporting to the Executive Director, and working with the Director, Educational Resources, the **Manager, Education & Engagement** assists in all aspects of BE-Ex's climate initiatives by overseeing the Building Energy Exchange communications' apparatus and educational offerings, including: oversight of the website, online learning platform, newsletter, and social media channels; the planning, development and marketing of educational programs and resources; growing the BE-Ex audience and community; and fostering and maintaining strong working relationships with external collaborators. The position offers motivated candidates opportunities for professional growth and leadership.

Responsibilities

Communications

- Act as the primary coordinator of communications, playing a leading role in the strategic direction of BE-Ex's online presence;
- Oversee scheduling and content development for the BE-Ex website, e-learning platform, newsletter, and social media channels;
- Guide marketing of programs, resources, and initiatives, facilitate press relations, and oversee the production of promotional content and multimedia resources;
- Facilitate partnerships with professional organizations, academic institutions, and other partners.
- Identify communications goals, metrics, and strategies; Track and report performance metrics.

Programs & Resources

- Lead the conceptualization, development, marketing, and delivery of educational programs and events, as well as the events of our partners;
- Oversee the logistics and delivery of educational programs and event activity as well as post-event follow-up; may require early mornings and evenings;
- Manage budgets, reporting, and contracting related to select communications, programs, and resource development efforts;
- Cultivate and support collaborative relationships with outside organizations to jointly develop select programs and/or event series;
- Support select projects, including the development of public facing resources such as playbooks and case studies;
- Maintain a working knowledge of relevant NY City and State programs and events as well as developments and trends in energy efficiency and climate policy impacting New York's building sector.

Qualifications

- Candidates with a Bachelors or Masters degree in Environmental Sciences, Communications, Architecture, Engineering, Sustainable Development/ Management, or related fields are preferred;
- Candidates with a working knowledge of building science and environmental policy strongly preferred;
- Demonstrated knowledge and deep interest in communications, social media, and online marketing strongly preferred.
- Ability to be a proactive self-starter, working independently to move projects and tasks forward to completion;
- Ability to work in a collaborative team environment and lead projects;
- 2-4 years work experience expected for those with Masters degrees, 4-6 years for those with Bachelors;
- References from work experience required;
- Familiarity with Adobe Creative Suite, including InDesign a plus;
- Public speaking experience a plus;
- Familiarity with the NYC real estate market and stakeholders a plus.

Diversity, Equity, and Inclusion

BE-Ex is an equal opportunity employer and does not discriminate based on race, religion, color, national origin, gender identity, sexual orientation, age, veteran status, or disability status. We are committed to building a diverse team of passionate, collaborative, and respectful coworkers.

Compensation

BE-Ex compensates based on the level and requirements of the role. Salary within our ranges may also be determined by a candidate's education, experience, knowledge, skills, and abilities, as required by the role, as well as internal equity and alignment with market data. The salary range for this position is \$70,000-\$90,000.

Building Energy Exchange provides a comprehensive package of industry leading benefits (health, dental, vision, 401k, etc.), generous paid time off, and excellent professional development opportunities.

Contact

To apply, please email your resume and cover letter as one PDF to info@be-exchange.org with subject: Education & Engagement Manager - [Name]