

operations director

Mar 11, 2026

Organization 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 Chief Executive Officer, and collaborating with the Managing Director, the **Director of Operations** is a senior leader responsible for strengthening and scaling BE-Ex's internal operations in support of its mission and strategic growth.

This role leads organizational infrastructure, ensuring that BE-Ex operates with rigor, efficiency, and long-term stability. As a key member of the senior leadership team, the Director of Operations translates operational strategy into execution, managing day-to-day operations and helping shape and implement strategies that drive organizational growth and industry impact.

As a senior leader within a small, collaborative nonprofit team, this role combines hands-on execution with high-level planning, cross-functional coordination, and external relationship management. The Director of Operations supervises the Manager of Operations & Memberships and works collaboratively with all members of the organization.

Responsibilities

Operational Leadership & Management

- Lead and continuously strengthen BE-Ex' operational functions, including finance, administrative systems, technology infrastructure, and facilities management;
- Supervise the Manager of Operations & Memberships, providing guidance, support, and professional development;

- Drive implementation of significant short- and long-term efforts to improve operational efficiency, scaling processes with organizational needs and growth;
- Develop and implement organizational policies, procedures, and systems to support a culture of collaboration, accountability, transparency, and continuous improvement;
- Ensure compliance with legal, regulatory, and contractual requirements, working with legal counsel, accountants, bookkeeper, and other professional advisors as needed;
- Oversee and evolve human resources processes, including recruitment, hiring, onboarding, and performance management support;
- Ensure competitive compensation and benefits programs that support staff retention and well-being.

Financial Management

- Partner with senior leadership to lead annual planning, budgeting, and reporting to support strategic growth;
- Monitor organizational financial health, providing regular analysis and recommendations to leadership;
- Ensure accurate and timely financial reporting, grant management, and audit preparation;
- Develop and maintain financial policies and internal controls, including contract and subcontract initiation and oversight.

Strategic Planning & Board Engagement

- Support the senior leadership to advance organizational strategy and goals;
- Prepare materials for and attend Board of Directors meetings, providing operational and financial updates.

Partnership & Development Support

- Provide strategic oversight and support for development activities, working closely with the CEO, Managing Director, and Manager of Operations & Memberships;
- Support cultivation and stewardship of key partnerships, sponsors, and funders;
- Strengthen internal systems for tracking and reporting on grants, contracts, and donor relationships.

Physical Center & Facilities Management

- Working closely with the Manager of Operations & Memberships to oversee management of BE-Ex's physical center in downtown Manhattan, ensuring a welcoming and functional environment for staff, members, and program participants;
- Maintain productive relationships with NYC Department of Citywide Administrative Services (BE-Ex's landlord) and building management;
- Ensure all office technology, infrastructure, and equipment are functional and properly maintained.

Qualifications

- Bachelor's degree required; Master's degree in Business Administration, Public Administration, Nonprofit Management, Environmental Sciences, or a related field preferred;
- Strong financial management skills, including budgeting, forecasting, and financial analysis; excellent organizational, analytical, and problem-solving abilities;
- Exceptional written and verbal communication skills, with confidence engaging internal teams, funders, partners, and other external stakeholders.
- High proficiency in Microsoft Office and Apple productivity tools; experience with QuickBooks, Salesforce, or other CRMs strongly preferred; familiarity with Adobe Suite, WordPress, and nonprofit administrative systems a plus;
- 5-7 years of experience in operations, with 2-3 years in a senior management role;
- Familiarity with NYC nonprofit sector and/or real estate markets a plus;
- Strong references required.

Diversity, Equity, & 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 & Benefits

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 \$90,000-\$110,000.

Building Energy Exchange provides a comprehensive package of industry-leading benefits, including:

- health, dental, and vision insurance;
- 401k with an employer match;
- 18 days of paid time off in your first year and 11 paid holidays;
- office closure for Summer Fridays and between December 26th and 31st;
- excellent professional development opportunities.

To Apply

Please complete the application intake form and upload your resume and cover letter [HERE](#). If you have any questions, please reach out to info@be-exchange.org.