**Design Consulting Services Project Manager – Technical Services**

**Organizational Overview**

Southface Institute, a nonprofit 501(c)(3) organization, is leading the way toward a sustainable, equitable and healthy built environment for all. Since 1978, our programs have closed the gap between environmental awareness and action by promoting scalable resource efficiency and clean energy solutions for homes, workplaces and communities. Our practice of regenerative placemaking amplifies real-world strategies to create a built environment where the synergy between ecological and human needs supports both health and well-being while creating resilient, equitable and thriving communities, striving to achieve a low-carbon future.

**Position Overview**

The Design Consulting Services Project Manager is accountable for the budget, performance, and impact results of individual projects within the Design Consulting line of business. This role reports to the Program Manager of Design Consulting. Specific responsibilities of this role may include, but are not limited to:

* Lead individual projects with excellent customer service, communication skills, and effectively manage client relations and project timelines. Intimately familiar with design and construction best practices. Provide education to clients as needed on scope of work:
  + Produce effective energy modeling using cove.tool, Open Studio, and industry-standard ASHRAE assessment methods
  + Consult on the design of building envelopes, wall assemblies, shading devices, mechanical & electrical systems
  + Inspect buildings under construction for conformance with green building certifications and/or best practices
  + Assess existing buildings for energy and water use, as well as air-sealing, insulation installation, and opportunities for improvements in operations.
* Use expertise in building science, design and construction best practices and current standards to advise clients on pragmatic solutions for their projects, considering cost, sustainability goals, and building science principles
* Brings new ideas outside of prescribed guidelines to analyze and resolve problems.
* Likely to act as a resource for colleagues with less experience.
* Works independently; receives minimal guidance.

**Qualifications**

* Bachelor’s degree in architecture or engineering field related to building construction
* 6-8 years of experience in design/construction, commercial focus preferred, registered Architect preferred
* Energy modeling experience; cove.tool & Open Studio preferred
* Carbon/Lifecycle Assessment experience preferred; Athena, EC3
* Green Building Certification experience: LEED, EarthCraft Light Commercial; ILFI programs (Net Zero, Zero Carbon, LBC)
* Design tool experience - Revit - required
  + AutoCAD
  + Sketchup
  + InDesign
  + Photoshop
  + Illustrator
* Collaborative and positive demeanor
* Demonstrated commitment to Southface’s mission
* Valid driver’s license is required

**Physical Requirements**

Performing fieldwork involves extensive navigation in and around construction sites, buildings, attics and sites, as well as climbing ladders. Therefore, an applicant must possess physical dexterity, endurance and balance to safely and effectively accomplish this work.

**Benefits**

Southface offers a competitive health and benefits program:

* Salary commensurate with experience
* 17 days of Paid Time Off annually (prorated in your first year)
* 13 paid holidays annually (Office closed December 24 through January 1)
* Medical insurance benefits
* 403(b) retirement plan with Southface match
* Professional development opportunities, including building certification credential trainings
* Continuing education
* Flexible work schedule
* Organizational culture that highly values the contributions and character of its employees

**Hours of Work**

Monday through Friday between 8:30 a.m. to 5:30 p.m. with flexible options. Occasional weekend or evening hours.

**How to Apply**

Submit your cover letter and two-page (maximum) resume via our online application portal at https://www.southface.org/about-us/careers/

Please, no telephone inquiries.

Where permitted by applicable law, must have received or be willing to receive the COVID-19 vaccine by date of hire to be considered.

**Pre-employment background checks will be conducted on final candidates.**

**Southface is an Equal Opportunity Employer.**