



Position Description

Job Title: Technical Director

Reports To: Chief Operating Officer

FLSA Status: Exempt

Summary:

Leads the development of home performance technical resources, standards, and certifications aligned with BPI's mission to improve home comfort and energy efficiency and to create and maintain safe and healthy home environments. Uses deep knowledge of building science to develop technical resources for building science professionals. Oversees and maintains all operational aspects of BPI Certification and Standards including development and maintenance and ensures that all standards and certification activities comply with ANSI/ANAB requirements.

Essential Duties and Responsibilities include the following:

- Demonstrate a deep understanding of building science principles and their practical applications to support occupant health and safety.
- Prioritize customer satisfaction in all interactions with clients, stakeholders, and program partners.
- Partner with executive leadership to align technical initiatives with organizational growth, accreditation, and revenue objectives.
- Develop and manage a cohesive, robust, and flexible team by embodying and demonstrating the BPI management traits and culture to staff.
- Demonstrated knowledge of the development and maintenance of home performance standards and certifications.
- Manage department budget ensuring all fiscal objectives are met and help plan each subsequent annual budget for the department.
- Ensure all facets of the operations for the department meet ANAB and ANSI Accreditation requirements and BPI quality objectives.
- Investigate and cultivate new revenue sources within the mission of BPI.
- Continually improve processes to gain efficiency, increase quality, lower costs, while reducing turnaround times for delivery of new products and services.
- Directed planning and execution of annual departmental strategic goals, ensuring full alignment with and achievement of BPI Board initiatives.
- Identify gaps and needed updates or revisions in existing standards, certifications, and guidelines; propose solutions to leadership; and act on their guidance.
- Represent BPI at industry conferences, regulatory forums, and technical working groups to advance BPI's mission and visibility.
- Serve as a primary technical spokesperson for BPI related to standards and certification development and maintenance activities.
- Oversee Standards Technical Committees and Working Groups, including drafting and updating committee charters, bylaws, and governance documents in alignment with ANSI/ANAB requirements and BPI policies.
- All other duties as assigned.



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Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Building Science Knowledge and Capabilities:

- A minimum of six years of experience in practical application of building science standards and guidelines, such as energy auditing or conducting home performance retrofits
 - A minimum of one BPI Certification.
 - Knowledge of and experience with the process of developing technical standards and certifications using a consensus process.
 - Keen interest in home performance industry trends and awareness of how developing events may be used to help support the Home Performance industry and BPI's mission.
 - Possess and apply deep knowledge of ANSI/ANAB accreditation standards to ensure continuous compliance, lead audit preparedness efforts, and proactively manage accreditation-related risk.
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Communications:

- Ability to convene a diverse group of subject matter experts and lead them to communicate and collaborate openly to deliver an effective end product.
 - Coordinate with internal departments and external stakeholders, including IT and Marketing as well as Test Centers and Proctors, GoldStar Contractors, Certified Professionals, and program sponsors to ensure all facets of new and updated products and services are delivered to completion.
 - Guide and communicate ideas clearly, thoughtfully, and respectfully to ensure they are well received and to prevent inefficiencies and miscommunications.
 - Foster stakeholder relationships and participate in the development stages of projects, contracts, MOU's etc., to make sure plans are executed appropriately within BPI.
 - Ensure that BPI standards and certifications use simple language and other strategies to enhance accessibility and inclusion.
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Organizational Skills and Abilities:

- Strategic planner skilled in multitasking and prioritizing work tasks.
- Budgeting, Time-management, Calendar management.
- Communicate with team members to prioritize content tasks
- Foster a collaborative and inclusive work environment that encourages open dialogue and cross-functional partnership.
- Schedule and run meetings, assign or take on new responsibilities, set expectations, and track deliverables.



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Education/Experience:

Bachelor's Degree preferred, with six years related experience and/or training, plus at least two years of experience leading projects and supervising staff; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should be confident with Microsoft Office, CRMs, and other software systems commonly used for remote work. Should be proficient in the use of commonly used energy auditing and modeling software.

Supervisory Responsibilities:

Directly supervises managers and employees. Carries out supervisory responsibilities in accordance with BPI's policies, accreditation requirements, and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

This position may be performed remotely and does not require commuting to an office. The employee must maintain a professional home environment that supports productive work, including a reliable high-speed internet connection. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is commonly performed in a home office environment. While performing the duties of this job the employee is regularly required to use a computer to read and write print and digital documents, and use email, telephone and video conferencing software to communicate. Employee may be required to operate basic office equipment such as a printer. In cases of travel the employee may be required to use stairs, ramps, elevators, etc. to access public buildings. Employee may occasionally be required to move items up to 10 pounds.



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Travel:

This position involves national travel estimated at less than 25% of the time.

Position Description Acknowledgment:

I acknowledge that I have received a copy of the position description. I will read the position description and ask questions if I need additional information regarding items covered in the position description.

Name (Print)

Date

Signature