

## **Building Performance, Inc. Position Description**

**Job Title:** Director, Program and Market Development  
**Reports To:** Chief Operating Officer  
**FLSA Status:** Exempt

**Summary:** Serve as primary person responsible for program and market development to increase awareness of the need for BPI's standards and credentials in the market, while also expanding BPI's portfolio of contractual projects relating to its mission.

**Essential Duties and Responsibilities** include the following:

- Identify key opportunities at the federal, state, local and utility level for BPI standards and credentials to enhance and expand the delivery of high quality work in the building performance sector.
- Take the lead in building relationships with State Energy Office staff who are responsible for administering programs with funding awarded through federal legislation.
- Assume lead responsibility for preparing proposals for potential BPI clients that result in the acquisition of government, industry, and utility projects.
- Continually review the general business climate and identify new business opportunities.
- Advocate for effective program design based on viable contractor business models that also achieve programmatic goals. Serve as liaison between government, utilities, and the contractor community.
- Develop partnerships with related trade and industry organizations.
- Contribute substantive work to projects landed as appropriate.
- Address key initiatives set by the BPI Board which are related to program design and market development, and which are prioritized by senior staff.
- Collaborate with BPI staff on requirements for marketing at industry events which promote BPI's expansion objectives.
- Continue to develop and manage a cohesive, robust, and flexible team by having and demonstrating the BPI management traits and culture to staff.
- Manage department budget ensuring all fiscal objectives are met and help plan each subsequent annual budget for the department.
- All other duties as assigned.

### **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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education/Experience:**

Bachelor's degree from a four-year college or university; and ten or more years related experience and/or training; or equivalent combination of education and experience in a field that relates to BPI's mission.

### **Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and laws, and participate in legislative

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and regulatory rulemaking proceedings. 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. Ability to communicate in multiple languages a plus.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Computer Skills:**

To perform this job successfully, an individual should have up-to-date knowledge of common word processing, spreadsheet, internet browser, email, database, presentation, project management software.

**Certificates and Licenses:**

Valid driver's license, Industry and/or BPI certifications a plus.

**Work Environment:**

This position does not require relocation. BPI maintains a small flex space office and conference room in Saratoga Springs, NY, but most staff work virtually. 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.

**Travel:**

This position requires national travel estimated at 25% of the time.

**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. The employee must occasionally lift and/or move up to five pounds.

**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.

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Name (print)

Date

Signature