



Job Description - Sustainability Project Director

Job Information Overview

Location:	Houston/Texas Area Preferred, Hybrid/Remote Position, United States (Required)
Position Title:	Project Director
Name For Job:	GreeNexus Consulting
Industry:	Consulting
Job Function:	Consultant
Job Type:	Full-Time
Job Duration:	Indefinite
Min Education:	BA/BS/Undergraduate
Min Experience	5-7 Years
Required Travel	0-10%

Company Profile

At GreeNexus Consulting, we provide the knowledge, skills, and tools to help you incorporate sustainability into your projects and daily processes. We fill in existing gaps to help project teams excel and drive sustainable market transformation. As of our 12th anniversary in 2023 our project consultation services, ranging from large office buildings to small fire stations, have garnered more than 125 LEED certifications– including eleven LEED Platinum awards – totaling more than 10 million feet of space. In addition to LEED, we are proficient at certification in, SITES, WELL, Fitwel and the Living Building Challenge.

[GreeNexus](#) has a unique culture that springs from our essence of collaboration and inclusion that inspires altruistic outcomes. We take pride in our deep responsibility to our clients. It is the flexible way we deliver outcomes that inspires play, creativity, and acceptance in each other. This culture recently earned our CEO, Amanda Tullos, one of the Houston Business Journal's Most Admired CEO Award. GreeNexus has been awarded the 20th ranking on the notable Cougar 100 List. This list, compiled each year by the University of Houston, recognizes and celebrates the top 100 fastest growing companies led by U of H alumni worldwide.

Job Description

GreeNexus is seeking a Project Director to join our team! We are looking for someone to aid in the management of our team of Project Managers and Coordinators. The ideal team member would be highly collaborative and a detail-oriented leader who can manage project timelines, workloads, and budgets effectively. An ability to work independently and remotely at times is a must. If you are interested in advancing green building with GreeNexus, please submit your letter of interest and resume via email at amanda@greenexus.com

Responsibilities

- Lead the Project Management team - Project Managers and Coordinator who may be employees or contractors
- Serve on leadership team as project team liaison and coordinate on payroll and project invoicing
- Set up new projects, allocate workloads, ensure contract deliverables and timeline schedules
- Serve as certification process expert to help guide and mentor project team
- Lead project status meetings with the team to confirm progress
- Provide QC/QA overview by ensuring implementation of GreeNexus quality control procedures by

project team.

- Project level review of proposals and contracts for consistency with project scopes
- Create and update tools and processes needed for the project team to manage the projects most efficiently and effectively.
- Assist in the start-up of new projects to drive consistency in the delivery model (goal setting, confirm that the most up to date tools are available for the PM and confirm that the program scope, schedule, budget, and resources are set up properly)
- Manage and support the building certification process from onboarding through certification for certifications such as LEED, SITES, WELL, Living Building Challenge, and others.
- Perform early design assessments of projects and assist teams in incorporating green design principles in both drawings and specifications.
- Review specifications, drawings, and submittals to ensure compliance with green building standards. Conduct client and team meetings, set agendas, and issue meeting minutes and action items.
- Provide regular status reports and documentation progress updates. Document specific credits as designated in project contract.
- Conduct on-site verifications as needed to confirm compliance with applicable rating system/goals.
- Quality control check documentation before submission to certification entity. Coordinate review comment responses.
- Remain current on the latest green building technologies and materials. Research and interpret applicable green building codes.
- Maintain high quality client relationships.
- Monitor financial health of project.
- Assist, as needed, in writing proposals and business development activities. Prepare presentations and other learning content, as assigned.
- Participate in appropriate industry, professional and community organizations.
- Complete other ad hoc tasks, as needed.

Requirements

Required Qualifications/Industry Skills:

- Bachelor's degree in an environmental design or planning field such as architecture, construction management, or building-related engineering disciplines.
- 5+ years of experience in sustainability consulting.
- Third party green building credential LEED AP at a minimum
- Experience with managing the building certification process from onboarding through certification for certifications such as LEED, SITES, WELL, Living Building Challenge, and others
- Team leadership experience
- Project Management experience
- Familiarity with local, state, and federal codes as well as requirements stemming from hot / humid conditions.
- Technical knowledge in the building industry and ability to navigate most aspects of design and construction.
- Solidly computer literate and able/willing to work in a PC office in person or remotely
 - Microsoft Office Suite and MS Project
 - Adobe Acrobat

Preferred Technical Skills/Certifications:

- Additional Third-party green building credentials (such as WELL AP, SITES AP, FITWEL, CPHC).
- Graphic design skills

- Research background in sustainable materials, green building systems, energy efficiency, etc.
- Experience with:
 - Renewable energy technology sizing and analysis
 - Lighting design experience Life cycle analysis
 - GIS
 - Energy Modeling Facility management
 - Corporate Sustainability Reporting
 - Technical services coordination (such as HERS rating, Commissioning, energy modeling)
 - Microsoft Dynamics

Personal Qualities:

- Highly Collaborative and team oriented with the ability to work independently.
- Positive and outgoing approach to communication and leadership
- Proactive, reliable, and flexible
- Passion for sustainability and comprehensive understanding of green building strategies and systems.
- Strong communication and problem-solving skills and adept at conflict resolution
- Open to learning new things and excited to share knowledge with others. Ability to mentor and teach other team members