



THE SUSTAINABILITY INSTITUTE

BUILDING PERFORMANCE PROJECT MANAGER

Established in 1999, The Sustainability Institute is a Charleston, SC, nonprofit that works in three primary areas:

- (1) Home Efficiency and Repair: Home performance audits and upgrades, weatherization, critical home repair, and energy conservation workshops for households that are energy insecure;
- (2) Green Building Consulting and Certification: Advise commercial high-performance development projects to adopt rigorous green building and sustainability standards through our Charleston RISES green building certification program; and
- (3) Habitat Restoration: Saltmarsh restoration, rain garden design and construction, water-quality testing and monitoring, trail building, and more through our AmeriCorps Conservation Corps job training and employment program.

Our mission is to advance resilient, sustainable and equitable communities while building the next generation of conservation leaders.

Position Overview:

We are seeking a full-time residential Building Performance Project Manager to join our team. The ideal candidate will have experience in residential construction and a passion for energy efficiency. You will conduct energy assessments, develop scopes of work, and coordinate with clients and contractors to ensure high-quality weatherization upgrades and repairs.

Responsibilities:

- Conduct comprehensive energy assessments on owner-occupied, single-family homes
- Perform diagnostic testing using blower door, duct blaster, and infrared thermal camera equipment
- Develop action plans and scopes of work for weatherization and repair projects
- Advise clients on energy-saving measures and additional steps to reduce energy expenditures
- Coordinate with contractors and provide quality assurance on weatherization upgrades and repairs
- Maintain client files and perform data collection for program reporting
- Participate in program planning activities and maintain technical certifications

Qualifications:

- Experience in energy auditing and diagnostic testing
- Knowledge of residential construction and mechanical systems
- Home Inspector training and certification is a plus
- Ability to ensure work complies with safety regulations
- Proficiency with Microsoft Office Suite
- Excellent communication and customer service skills
- High school diploma required, Bachelor's degree preferred
- Valid SC Driver's License with an insurable driving record



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Benefits:

- Competitive salary (\$60K–\$65K annually, commensurate with experience)
- Monthly healthcare allowance
- Monthly cell phone reimbursement
- 401k plan (after 90 days of employment)
- Dental insurance (after 90 days of employment)
- Life insurance (\$10,000, after 90 days of employment)
- Wellness benefit
- Generous vacation policy

Physical Requirements:

- Ability to lift up to 50lbs. and work in confined spaces
- Ability to drive for long durations covering a 4-county territory
- Reasonable accommodations may be made for individuals with disabilities

Join Our Team:

If you are passionate about energy efficiency and residential construction, we want to hear from you! Please apply with your resume and a cover letter outlining your experience and why you would be a great fit for this position.

To Apply: Submit a cover letter, resume, and list of three references to Mitch Houck, Building Performance & Construction Manager at: Mitch@sustainabilityinstitutesc.org. Please add “Building Performance Project Manager Application” to the email subject line.

The Sustainability Institute is committed to providing equal employment opportunity to our employees and applicants. Hiring and promotional decisions are made without regard to race, color, gender, religion, national origin, age, or marital status. The Sustainability Institute does not tolerate discrimination against anyone protected under federal or state law.