

**Request for Qualifications (RFQ)**  
**Director, Building Energy Exchange –St. Louis**  
*Issued July 7, 2021*  
*Qualifications, including resume, due July 30, 2021*



**Summary:**

USGBC-Missouri Gateway Chapter seeks qualifications for an individual to serve as the Director of the Building Energy Exchange-St. Louis. The Director will lead the design, development and operation of the Building Energy Exchange – St. Louis (BEEEx-STL, formerly referred to as the St. Louis Regional Energy Hub) in order to build a transformational entity to accelerate innovation, create jobs, strengthen the economy and lead an equitable transition to a clean energy future. The Director will work in partnership with the USGBC-Missouri Gateway Chapter’s Executive Director, its board, the BEEEx-STL advisory board, partners, and the local building community to identify and overcome barriers that are holding back high performing buildings in the St. Louis region. BEEEx-STL will provide tools, information and services to help building owners and managers – especially buildings in under resourced sectors – make energy efficiency improvements. BEEEx-STL information and services will likely include a high-impact web platform, case studies, and technical resources; financial resources to help owners connect to capital for energy efficiency investments; and a concierge service to directly assist owners with efficiency projects. This position will report to the USGBC-Missouri Gateway Chapter Executive Director.

**Responsibilities:**

- Design and deliver the information, services, and technical support outlined in the BEEEx-STL business plan to provide inclusive and equitable regional outcomes and advance market adoption of energy efficiency across various building types. *Review an executive summary of the business plan [here](#).*
- Oversee day-to-day management, financial, and operational aspects of BEEEx-STL, including oversight of a \$200,000+ budget and any future staff or contractors that are hired.
- Cultivate relationships with prospective donors, funders and supporters, manage ongoing fundraising efforts in support of the BEEEx-STL business plan, and lead in reporting to funders and USGBC-Missouri Gateway Chapter (USGBC-MG) board.
- Form, recruit, convene, staff and manage BEEEx-STL Advisory Board which will consist of 15-20 key stakeholders, local funders, local political leaders, and fundraisers. The Advisory Board shall be demographically and geographically representative of the community it is representing.
- Further develop the short- and long-term strategies and vision for the BEEEx-STL.
- Engage with local real estate professional organizations, companies, and individuals; and attend industry events to promote BEEEx-STL.
- Work in close collaboration with the City of St. Louis Office of Building Performance to identify low performing and under resourced buildings that need the most help complying with the City’s Building Energy Performance Standard.
- Develop familiarity regarding policies in St. Louis that drive building performance, including building codes, PACE, benchmarking and the Building Energy Performance Standard.
- Coordinate potential offerings and services with related organizations and agencies such as the City of St. Louis Building Division & Office of Sustainability, USGBC-MG, OneSTL, energy utilities, real estate professional organizations and others serving the building industry.
- Serve as a principal author and editor of BEEEx-STL publications, newsletters, resources, tools,

and web site.

- Develop and/or review solicitations for contracting support to BEEEx-STL, select contractors and oversee contracts.
- Coordinate with national organizations that are leaders in high performance buildings space as well as similar existing and emerging initiatives in other cities.

**Qualifications / Experience:**

- Eight+ years of relevant professional experience.
- Background in building science, architecture, real estate development, construction or other highly-relevant technical fields.
- Experience with business, non-profit or project start-up, organization building, or non-profit leadership.
- Demonstrated success with fundraising and marketing efforts.
- Proven record of accomplishment in establishing and maintaining partnerships and collaborative relationships and forums.
- Experience soliciting, identifying, and managing subcontracted services.
- Working knowledge of building performance, including energy efficiency, water efficiency, renewable energy, health and safety.
- Excellent written and oral communication skills, able to synthesize and clearly articulate complex issues.
- Demonstrated abilities in project management, priority setting, analytical and objective decision-making.
- Experience meeting with communities – especially low- and moderate-income communities and neighborhoods - listening to their needs, creating solutions through discourse and understanding how to execute on the collaborative vision to drive greater building performance.
- Demonstrate knowledge of financial incentives, financial assistance programs and connecting projects to capital.
- Master’s degree in relevant field or equivalent experience desired.

**Competencies:**

- Communication: Combines listening skills, verbal and written communication skills and visitor relation skills.
- Collaboration: Incorporates teamwork, mutual respect, active engagement, cooperation and visitor focus.
- Accountability: Initiative to take ownership of responsibilities, the ability to prioritize and the working knowledge and skills to take action.
- Problem Solving: Blends problem solving skills, judgement and decision making skills along with creativity and resourcefulness.

**Expectations:** Work will be performed via a subcontracted full-time position. Anticipated start date is early September 2021. Salary / compensation is commensurate with experience.

**Location:** St. Louis region

**How to apply:** Please submit your qualifications, including resume, cover letter and 2 references as a single, electronic PDF to Emily Andrews at [emily.andrews@mobot.org](mailto:emily.andrews@mobot.org) by midnight on July 30, 2021.

**About USGBC-Missouri Gateway Chapter:**

USGBC-MG is a community of members, advocates, and practitioners that gives voice to our commitment to improve human health, support economies, and protect the environment through green buildings. USGBC-MG serves the community by educating and advocating for green building principles and practices, and believes that everyone deserves access to green and healthy spaces. For the past several years, USGBC-MG has supported the City of St. Louis' energy efficiency policy efforts through stakeholder engagement and education. Learn more at [www.usgbc-mogateway.org](http://www.usgbc-mogateway.org).