



Title: Research Manager

Location: London, UK / Toronto, Canada

About the World Green Building Council

The World Green Building Council is a global member network of Green Building Councils enabling green building and sustainable communities through leadership and market transformation. Our vision is a built environment that enables a high quality of life for all within limits the planet can support.

WorldGBC supports its member GBCs by providing guidance on council development and impact; networking and collaboration opportunities; global and regional projects and partnerships; and creating global recognition for the important role that green building and Green Building Councils play in achieving major environmental, social and economic goals.

The WorldGBC Research Manager

The Research Manager will develop the research function of the organisation, helping to position the World Green Building Council as a leading authoritative organisation on market intelligence related to the green building sector while also demonstrating the impact and benefits of green building, the Green Building Councils and the WorldGBC.

Specifically, the Manager will support Green Building Councils and partners to develop and implement research projects; work with the Director of Global Projects and Partnerships and CEO to secure funding for these projects; and coordinate WorldGBC KPI and impact reporting, while also providing methodological guidance to global and regional projects.

The Manager will report directly to the Director of Global Projects and Partnerships, who is based in Toronto, Canada. International travel will be required.

Specific responsibilities include but are not limited to:

- Lead the development of new research projects – identifying key market trends and opportunities for new studies
- Manage the implementation of all research projects, overseeing the development of the methodology, managing research contractors, coordinating with research partners and Green Building Councils, and finalising reports
- Work with the wider WorldGBC team, Green Building Councils, and external experts to develop a robust impact framework which enables WorldGBC to measure the impact of its collective projects and provide guidance to GBCs in order to measure their impact in the countries in which they operate
- Coordinate internal KPI reporting, working closely with the Operations Manager to prepare quarterly/twice annual reports for the Board and contribute to the WorldGBC Annual Report
- Provide methodological guidance and inputs to global and regional projects which contain a research component, such as the Net Zero and Better Places for People projects



- With the support of CEO and Director of Global Projects and Partnerships, secure funding for research projects and subsequently manage donor relationships throughout the research process

Experience and Skills

- 5-7 years of working in an international organisation on research projects
- Proven ability to scan the market for research opportunities, trends and partners
- Significant methodological expertise, particularly related to environmental/climate change issues
- Track record managing collaborative research projects from start to finish, keeping projects on time and within budget
- Skilled writer, with expertise in structuring reports for an executive level audience and for the press
- Expert in using data and graphics to tell stories to an executive level audience and for the press
- Passionate about the environment and the mission of the WorldGBC
- Experience and/or significant interest in working with countries all around the world, with different languages, cultures and time zones
- Excellent communicator, verbal and written
- Ability to thrive within a small, motivated and often virtual team

To apply, please send a CV and covering letter to [**office@worldgbc.org**](mailto:office@worldgbc.org) . Note WorldGBC will only respond to short-listed candidates.