



307 Fourth Avenue, Suite 1500 · Pittsburgh, PA 15222

November 6, 2015

Position Title

Sustainable Business Program Manager, Sustainable Pittsburgh

General Description

The Sustainable Business Program Manager will be responsible for advancing the annual work program with focus on sustainable business performance programs. Building off the Champions for Sustainability Sustainable Business Network (C4S), an existing, vibrant cohort of programs and platforms that accelerate sustainable business performance, generate meaningful performance data, engage employees, and provide a platform for public recognition, the Sustainable Business Program Manager supports Sustainable Pittsburgh's Program Director to align, expand, and scale C4S performance programs as part of Sustainable Pittsburgh's Champions for Sustainability and CEOs for Sustainability business networks.

This position, which reports immediately to the Program Director, is one-year grant funded initially, full-time, salaried, exempt, and with benefits.

Sustainable Pittsburgh is a nonprofit organization that affects decision-making in the Pittsburgh region to integrate economic prosperity, social equity, and environmental quality as the enduring accountability, bringing sustainable solutions for communities and businesses.

Principle Job Accountabilities

Work (out of Sustainable Pittsburgh's offices) with the Program Director, Executive Director, and management team to advance programs and projects that are integrated with overall organizational strategies for sustainable businesses and in alignment with Champions for Sustainability and CEOs for Sustainability.

Business Sustainability Coordinators:

Assist in convening, supporting and guiding this existing cohort of sustainability coordinators from regional companies regularly convened by Sustainable Pittsburgh for training and networking. This affinity group offers valuable opportunities to regional businesses as their personnel strive to advance their knowledge, highlight achievements, and learn from others toward implementing best emerging practices for sustainable business solutions and regional sustainable development.

- Facilitate this unique set of professionals to determine their own agenda and grow and develop as they see fit
- Provide an opportunity for sustainability coordinators in the region to learn what others in similar roles are doing in other companies and organizations
- Take the pulse of what sustainability coordinators need in terms of their newly evolving roles and help bring resources in response
- Provide spotlighting opportunities for innovative activities and opportunities relevant to sustainability coordinator initiatives

- Engage this unique cadre in the region's sustainability-related problem solving activities and advocacy initiatives
- Help enlist the sustainability coordinators in the development of CEOs for Sustainability

Pittsburgh Green Workplace Challenge

Under the supervision of the Program Director, develop, manage and evaluate the Pittsburgh Green Workplace Challenge (GWC). This program enables businesses, nonprofits, municipalities, and colleges/universities to participate in a friendly competition where they can receive due recognition for their sustainable actions and achievements. The challenge includes measurable and verifiable actions for participants to implement that demonstrate measurable change, provide organizations with a baseline, and give insight to both individual performance and aggregated impacts for the region's benefit.

- Evaluate the performance of past GWC years
- Redesign the GWC program for successive competitions
- Align the program with CEOs for Sustainability
- Oversee the updating of the GWC competition manual to encompass additional, updated sustainable practices and additional competition categories (school districts)
- Integrate additional performance program platforms into the GWC platform
- Evaluate and update the GWC website and social media platform in collaboration with Communications Manager
- Re-launch the competition and recruitment of participants
- Oversee day-to-day operations of the GWC and its small team of SCA Green Cities Fellows
- Interact daily with competitors to analyze their current GWC performance and project what strategic actions they can take
- Visit with competitors to help them complete GWC actions
- Collaborate with Communications Manager to oversee the design and production of various print materials
- Promote the GWC program by meeting with business owners and municipal leaders; increase awareness of the program by interacting with businesses.
- Manage regular day-to-day tasks of running an office, such as: scheduling meetings; fielding phone calls and emails from participants

SWPA Sustainable Business Compact

Assist the Program Director to scale participation in the Southwestern Pennsylvania Sustainable Business Compact performance program and closely align it with CEOs for Sustainability. The Compact is a commitment and performance platform that provides a credible and rigorous pathway for businesses to advance and publicly demonstrate their corporate sustainability achievements. Success of the Compact program requires moving more companies to action for completing the performance assessment.

Provide assistance to:

- Broaden the appeal and make the program more accessible in increasing the number of businesses that achieve recognition through the Compact
- Connect the program with policy advocacy efforts to reflect the increasing public nature of regional sustainability initiatives
- Coordinating with Communications Manager, broaden communications about the importance of regional material sustainability issues to appeal to companies whose CSR focus is mainly international and extra-regional
- Broaden connections with companies who complete CSR reports using the Global Reporting Initiative
- Create a platform for renewing previously recognized businesses
- Update the Compact website in collaboration with Communications Manager
- Organize training programs for the Compact
- Support the reporting on specific achievements of the businesses that are part of the Compact
- Introduce policy advocacy initiatives to C4S membership via the Compact
- Connect the program with Green Workplace Challenge measurements and achievements

Sustainable Small Business Designation

Under the supervision of the Program Director, develop, manage and evaluate the Sustainable Small Business Designation Program which recognizes small businesses for implementing sustainability actions that are simultaneously good for their bottom line, the environment, and the social fabric of their communities.

Businesses that incorporate sustainable practices into their operations stand out as valuable contributors to their local community business districts. The designation helps consumers to identify and choose businesses who are committed to sustainability and who view sustainability as core to their mission and business model.

- Align the program with CEOs for Sustainability
- Scale and increase the program reach to additional community business districts
- Refine the designation's measurement criteria to provide insights into sustainability performance trends among regional small businesses
- Organize cash mob events that encourage customers to shop at businesses and communities participating in the program
- Organize technical assistance/recognition programs for participating businesses
- Supervise SCA Green Cities Fellow or intern/support staff for the program
- Increase online and social media presence for the program, working collaboratively with Communications Manager
- Produce promotional videos for the program in collaboration with Communications Manager
- Increase "touch points" for participating businesses in order to introduce spot-check verification of designations and strengthen connections
- Assess data on program participants to achieve insights into program opportunities
- Launch an application process for communities to apply for having a cash mob in their community
- Begin a process to assess offering more specialized designation program in different business types

Additional

- Generate necessary reports and documentation as needed and/or required
- Work effectively with other key internal departments to provide effective and efficient service delivery
- Ensures adherence to agency core values of respect, kindness, character and community within both staff culture and program development
- Actively promote and maintain agency customer service standards
- Ability to communicate effectively with others verbally and in writing
- Ability to operate personal computers and function within a Windows network environment utilizing Microsoft Office products
- Ability to work evenings, weekends and holidays, as required
- Ability to perform other related duties, as needed and/or required

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical

- Collect and research data and present findings in a variety of ways including skill with charts and graphs
- Design work flows and procedures

Problem Solving

- Identify and resolve problems in a timely manner
- Gather and analyze information skillfully

Project Management

- Coordinate projects

- Communicate changes and progress
- Complete projects on time and budget
- Present numerical data effectively

Organizational and Customer Service

- Respond promptly to customer service needs (both internal and external)

Interpersonal

- Focus on solving conflicts
- Maintain confidentiality
- Respond well to questions
- Ability to facilitate group discourse, synthesize, and build consensus

Required Skill, Knowledge and Competencies:

- Proven, direct experience in related fields
- Experience in advancing sustainable business and community practices and regional smart growth
- Experience designing sustainability strategies for businesses, NGOs or governments
- Experience in sustainability metrics, analysis, and reporting
- Experience in corporate operations and systems related to sustainability metrics, analytics and performance
- Ability to communicate clearly and concisely, orally and in writing
- Public speaking as well as promotions/sales experience
- Strong interpersonal and communication skills including conflict resolution, consensus building, working well in group problem solving situations, teamwork
- Detail-oriented, punctual, reliable attendance, and initiative
- Marketing, public relations, and media relations
- Ability to facilitate group discourse, synthesize, and build consensus
- Excellent organizational and time management skills
- Ability to manage several tasks at once and meet deliverables and deadlines
- Demonstrated record of initiative, problem solving, and adaptability
- High level of resourcefulness, initiative, and also effectiveness

Supervision Exercised:

- Fellows and interns
- Contracted service providers

Supervision Received:

Supervision from the Program Director

Qualifications:

Minimum: Master's degree in business administration, public policy and management, engineering and public policy, community development, urban or regional planning, public administration/policy, environmental policy, corporate sustainability/responsibility, or related field with 3 years organizational experience required in related sustainability positions with project management demonstrated success. Bachelor's Degree in the same specialties with 5+ years' experience also considered. Experience in corporate sustainability management and/or sustainability reporting is a plus.

In addition, the ideal candidate will be:

- Passionate about the organization's mission
- Exceptional both in written and oral communication and in professional relationship management
- An effective communicator and a strong writer who is able to engage diverse audiences
- Extraordinarily attentive to detail, accurate, and able to manage and meet multiple deadlines
- Experienced working with and motivating contractors

- Able to work independently and manage multiple tasks
- Diplomatic, flexible, and positive spirited

Physical Qualifications/Work Environment:

While performing the duties of this job the employee is regularly required to drive an automobile, walk, sit, speak, use hands to finger, handle, or feel, reach with hands and arms; balance; talk, hear and utilize close vision and focus. The employee is frequently required to lift up to 25 pounds and occasionally required to lift up to 40 pounds. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. An employee in this position is exposed to conditions relative to a typical office environment, including ambient room temperatures, moderate noise levels, florescent lighting and traditional office equipment. Also, this position will require time commuting to, walking through, and visiting locations within urban, suburban, and rural districts. While performing the duties of this position, the employee is exposed to weather and street level conditions prevalent at the time. Employee will be expected to be able to complete tasks in a timely fashion and use of personal and/or public transportation. Must possess a valid driver's license by time of hire.

Salary and Benefits:

Sustainable Pittsburgh offers a competitive salary range (based on experience) and benefit package, including medical/dental/vision, etc., and 403b plan, and defined contribution retirement plan.

Application Information:

Deadline for application is November 24, 2015. Applications will be accepted and interviews will be conducted on an ongoing basis until the position is filled. Send to: mmehalik@sustainablepittsburgh.org

Please include salary requirements. In conveying your skills and strengths, please also share insights on past experience and delivery on expectations as presented in this job description.

Equal Employment Opportunity Statement:

It is the policy of Sustainable Pittsburgh to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, political affiliation, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law.