Position Title

Program Manager (Corporate Sustainability)

Location

Sustainable Pittsburgh's office at 307 Fourth Ave., Suite 700, Pittsburgh, PA, with option for hybrid work

Reporting To

Director of Programs

Who we are and what we stand for

Sustainable Pittsburgh is committed to building the knowledge, perspective, and ability needed to create a better tomorrow for our region. We're optimistic, having worked with nearly a thousand businesses, communities and organizations to take action using our customized frameworks to track progress and simultaneously advance social equity, environmental stewardship, and prosperity. We are a trusted convener; the strategic networks we host leverage the collective expertise and diverse perspectives within our region to ensure our communities can meet our challenges today and thrive into the future. Together, we are co-creating a fundamentally equitable, resilient, healthy, and prosperous southwestern Pennsylvania.

We are a dynamic team of dedicated professionals. Through collaboration and open-mindedness, and with credibility and resourcefulness, we are making a difference for a better region and world. We hope you will join us.

Our vision on diversity and inclusion

Wherever you're from, whatever your background, Sustainable Pittsburgh needs you! At Sustainable Pittsburgh, we believe inclusion and diversity are key to our success. By fully leveraging our diverse experiences, backgrounds, and insights, we inspire innovation, shape a new narrative, and create better outcomes for our partners and the communities we serve.
“It is central to our mission that Sustainable Pittsburgh be an organization that works for and resonates with all the communities in the greater Pittsburgh region. I hope that you will join me as we work to ensure a more sustainable future for all.” - Joylette Portlock, Executive Director

What does it take to be a successful program manager at Sustainable Pittsburgh?

The successful Program Manager will work closely with the Director of Programs and other staff and will be responsible for the successful execution of one or more of Sustainable Pittsburgh’s programs, including the activities of the CEOs for Sustainability executive roundtable and the Sustainability Practitioners’ Network, as well as content updates to the Sustainable Pittsburgh Workplace program.

Our programs provide education, resources, performance tracking, and networking opportunities for stakeholders. You will help guide the region’s organizations in developing sustainability goals, design compelling educational materials and resources to support advancement of these goals, and build trusted, professional relationships with partners to help achieve them.

Principal Functions

- Working with the Director of Programs and other staff, program management and support for our corporate sustainability work, to include:
  - Implementation of the CEOs for Sustainability executive council activities, including structure and content development for private network and public events, creation of resources, and
  - Implementation of the Sustainability Practitioners’ Network activities
  - Work with communications staff to ensure timely and useful materials are made available to engaged businesses
  - Design and assist with implementation of updates to the Sustainable Pittsburgh Workplace program on our Salesforce-based technology platform
  - With the Director of Programs, develop the design and theory of action for a set of our programs, compatible with our current strategic plan
  - Work with staff across departments to help assure robust publicity and program engagement, inclusion of policy information, and facilitate connections between program participants and Sustainable Pittsburgh’s fundraising program.
With staff, help identify relevant opportunities for funding, assist with
grant writing and/or other fundraising opportunities as directed

- Participation on behalf of Sustainable Pittsburgh in non-programmatic spheres,
such as policy work, advocacy campaigns, teaching, research projects, or other
such strategic engagements; represent Sustainable Pittsburgh at external events
- Opportunities for engagement in professional development opportunities to
grow expertise and network within the field and community engagement
through volunteering are encouraged
- Other duties as assigned.

Qualifications

EDUCATION & EXPERIENCE: Experience having successfully built goal-oriented
programs; having successfully managed professional networks; and/or managed
other projects that support and measure performance improvement on a number
of criteria. Bachelor's Degree in a relevant field (e.g. Sustainability, Data Analytics,
Environmental Sciences, Environmental/Social/Governance (ESG) or similar),
Sustainability MBA, or equivalent experience preferred.

KNOWLEDGE, SKILLS, ABILITIES:
1. Understanding of sustainability communications, commitments, disclosure, and
reporting for the private sector.
2. Business and technical acumen.
3. Attention to detail, interpersonal and organizational skills.
4. Oral and written communication skills.
5. Resourcefulness, strategic thinking, and ability to take initiative.
6. Ability to analyze data on key sustainability trends and opportunities in
Southwestern Pennsylvania, and incorporate findings into programs.
7. Ability to work independently, prioritize and manage multiple tasks, meet
multiple deadlines.
8. Tact, maturity and absolute discretion in handling confidential information.

PHYSICAL REQUIREMENTS:
While performing the duties of this job the employee is regularly required to use
hands to finger, handle, or feel; reach with hands and arms; balance; and talk or
hear. 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, fluorescent lighting and traditional office equipment. Employee will be expected to use personal and/or public transportation. Occasionally, the employee should expect travel within the greater Pittsburgh region.

**Salary and Benefits**
Sustainable Pittsburgh offers a salary range of $54,000-$56,000 for this position, based on experience, and benefit package, including medical/dental/vision, etc., 403b plan, and defined contribution retirement plan.

**Equal Employment Opportunity Statement:**
Sustainable Pittsburgh prohibits discrimination and harassment of any type, and provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Application Information**
Applications encouraged as soon as possible; position will be open until filled. To apply, please submit resume and cover letter as a single .pdf document with filename “Program Manager-YOURLASTNAME.” Attach to an email and send with the subject line “Program Manager-YOURLASTNAME” to careers@sustainablepittsburgh.org.