



# Sustainable PGH

307 Fourth Avenue, Suite 700 / Pittsburgh, PA 15222

August 2, 2024

## Position Title

Senior Director of Policy and Strategic Initiatives

## Location

Sustainable Pittsburgh's downtown office with option for hybrid work

## Reporting To

Executive Director

## Direct Reports

None

## Who we are and what we stand for

Sustainable Pittsburgh is a 501(c)3 nonprofit organization and a trusted convener, having worked for more than 25 years with decision-makers at hundreds of the region's businesses, nonprofits, and local governments. We focus on systems change, with a comprehensive approach that promotes the intersecting goals of social equity, environmental stewardship, and economic prosperity.

Through our programs, events, and initiatives, we help regional decision-makers find and implement high-impact ways to build fundamentally sustainable organizations and communities, to make best practices into standard practice. We work to create a thriving southwestern Pennsylvania where stakeholders are connected, sustainability knowledge is shared and applied, and all people can thrive.

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,*



# Sustainable PGH

307 Fourth Avenue, Suite 700 / Pittsburgh, PA 15222

*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. Let us work together to ensure a more sustainable future for all."*

*- Joylette Portlock, Ph.D., Executive Director*

## **What does it take to be a successful Senior Director of Policy and Strategic Initiatives at Sustainable Pittsburgh?**

**The successful Senior Director of Policy and Strategic Initiatives works closely with the Executive Director to develop and execute strategy for key initiatives across internal departments in accordance with Sustainable Pittsburgh's mission. You will work closely with the Director of Programs, Director of Communications and other staff to meet these goals, and you will be primarily responsible for the successful integration of key energy and other sustainability policy information into our programs, educational events, resources, and activities. You will also be responsible for keeping Sustainable Pittsburgh leadership and all relevant staff appropriately informed about and engaged in key policy developments, and lead strategic internal policy conversations. The Senior Director of Policy and Strategic Initiatives is excellent at both project management and detailed problem solving and will be successful if they are an able leader and manager, capable of working with staff to strategically and simultaneously execute key initiatives.**

You will participate as a key member of Sustainable Pittsburgh's senior leadership team, and report directly to the Executive Director, working with the rest of the senior leadership team and Executive Director in advancing the mission of Sustainable Pittsburgh. You will have responsibility for implementation of key initiatives in accordance with Sustainable Pittsburgh's programmatic theories of change and strategic plan. You will effectively communicate the organization's values, achievement and impact to internal and external audiences, including media, Board members, staff and partner organizations, and assist as needed with execution of development strategy.

The ideal candidate will have a blend of experiences and will be able to research, track, analyze and communicate progress of key policies at the local, regional, state and federal level, lead internal policy conversations, participate knowledgeably in external policy

discussions, and co-develop ways to best communicate policy information to the organizations' stakeholders in the government, nonprofit, and business communities. The ideal candidate will also be comfortable with data and analysis; and will have exceptional visionary and strategic thinking skills. Preferred candidates will be self-motivated and passionate critical thinkers who are able to manage and prioritize multiple projects simultaneously.

### **Principal Functions**

- Grow and maintain organizational understandings of federal, state and local public policy issues as well as maintain and grow relationships with key officials and advocacy partners:
  - At the federal and state level, major focus on Inflation Reduction Act (IRA)- and the Bipartisan Infrastructure Law (BIL)-enabled programs and strategic opportunities to maximize engagement in support of regional decarbonization strategy;
  - At the state level, stay apprised of policy priorities and relevant opportunities to educate on those that are well-aligned with our mission.
  - At the regional and county level; support partners in county and regional development on sustainability;
  - At the local/municipal level, work closely with Sustainable Pittsburgh staff, partners, and government representatives, engaging as a planning partner.
- With the Executive Director, develop strategic initiatives from concept to deployment, leading internal project-based teams (ex: for clean energy workforce development and the Sustainable Communities Development Network for local government stakeholders), working closely with programs and communications staff.
- Direct engagement with external partners and stakeholders; represent the organization as a leader of Sustainable Pittsburgh where senior-level engagement is needed.
- Demonstrate and model strategic thinking, a thorough approach to work, and attention to detail.
- Meet regularly with our executive director and other members of the leadership team to share information and develop organizational strategy.
- Work closely with programs and communications staff, incorporating policy information into our educational offerings and targeted initiatives, and keeping staff updated on new policies that may impact our programs. This will look like

creation of briefing documents for executives, materials for publication in our communications channels, authoring or amending resource documents for use by participants in Sustainable Pittsburgh's performance programs, and featured presentations at events.

- Engage in professional development opportunities to grow expertise and network within the field, community engagement through volunteering within the communities served.
- Other duties as assigned.

### **Qualifications**

- Advanced degree with a minimum of six (6) years' experience with increasing responsibilities in a combination of policy and/or management roles, or, an alternative equivalent combination of education and work experience.
- Demonstrated track record of participation in sophisticated policy conversations and/or advocacy strategy development; and/or equivalent experience.
- Demonstrated experience & ability to lead and manage complex and multi-faceted operations; comfort with project management and program development.
- Existing network in the local, state, and/or federal government; additional connections in the regional business community is preferred.
- Track record of commitment to diversity, equity and inclusion and sensitivity to the unique concerns of individuals from underrepresented communities. Demonstrated commitment to cultural competency.
- Well-developed interpersonal, communication and presentation skills, and the ability to work effectively and professionally with different internal and external stakeholders: elected and appointed officials, community partners, and corporate leaders.
- Must have a commitment to continuing professional and personal learning.
- Ability to work well in a fast-paced and changing environment, to take initiative and to independently manage multiple priorities.
- Demonstrated commitment to the organization's vision for a thriving region where stakeholders are connected, sustainability knowledge is shared and applied, and all people can succeed.
- Resourcefulness and strong organizational skills
- Responsiveness; managing relationships, correspondence and documents in a timely manner, with clear and effective written and oral communications



# Sustainable PGH

307 Fourth Avenue, Suite 700 / Pittsburgh, PA 15222

## **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; and talk or hear. 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 be able to use personal and/or public transportation. Occasionally, the employee should expect moderate levels of travel within the greater Pittsburgh region and across Pennsylvania.

## **Salary and Benefits**

This full time, exempt position offers a salary range of \$80,000-\$100,000, depending on qualifications and experience, and a comprehensive benefits package, including medical/dental/vision.

## **Application Information**

Position is open until filled. Applications will be considered on a rolling basis and are encouraged by Aug 31. To apply, please submit cover letter and resume as a single .pdf with filename "SeniorDirector-YOURLASTNAME" as an email attachment to [careers@sustainablepittsburgh.org](mailto:careers@sustainablepittsburgh.org).

## **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.