

October 14, 2024

**Position Title:** Executive Director

**Location:** Pittsburgh, PA, hybrid

**Reports To:** Board of Directors

Sustainable Pittsburgh is seeking to find its next visionary **Executive Director**.

The ideal candidate for Executive Director (ED) will have deep expertise in managing a highly-visible regional non-profit or corporate organization with significant experience advancing the vision and mission of the organization. The ED will have oversight responsibility for implementation of the organization's strategy, programming, communications, policy, finance, human resources, and development activities in accordance with Sustainable Pittsburgh's strategic and fundraising plans. The ED will effectively communicate the organization's values, achievements, and impact to internal and external audiences, including media, Board members, staff, and partner organizations.

Sustainable Pittsburgh seeks a blend of experiences, with knowledge and experience in corporate sustainability and/or municipal sustainability; will be comfortable with data and analysis; will have seasoned managerial experience, and will have exceptional visionary and strategic thinking skills to chart program direction that creates clear operational goals. Preferred candidates will be self-motivated and passionate critical thinkers and who are able to manage and prioritize multiple projects simultaneously.

Pittsburgh has uniquely positioned itself as a sustainable and resilient city for the future. This position offers the opportunity to steer an organization in a region that is poised to thrive. Sustainable Pittsburgh is 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.

### **About Us**

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.

### **Principal Responsibilities**

Responsibility for executive decision making about design and implementation of programmatic activities in accordance with Sustainable Pittsburgh's strategic plan, including ability to demonstrate and model strategic thinking, a thorough approach to work, and attention to detail; to include activities such as:



# Sustainable PGH

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- Leadership
  - Mentorship and oversight of a team of dedicated professionals
  - Creation of management strategies and task management
  - Engagement with high level decision makers across the region, including elected officials and corporate leaders.
  - Spokesperson for the organization in large public settings
  - A voice for sustainable progress, contributing to discourse on related topics at events and in the media
- Development
  - Primary responsibility for the financial health of the organization
  - Evaluation of funding opportunities in accordance with fundraising strategy
  - Relationships with national and local philanthropies and corporate giving organizations, including solicitation of sponsorships and development of partnerships with meaningful outcomes
  - Oversee efforts on grant writing and reporting
  - Participation in fundraising events and donor stewardship activities
- Programming Oversight
  - Lead teams that create effective, impactful, engaging programs
  - Guide and direct strategy
  - Co-develop key metrics and methods for tracking impact and outcomes
- Communications
  - Oversight of communications strategy, implementation, and execution
  - Review communications materials, digital and printed, consistent with our established brand and providing compelling content
- Policy
  - Lead strategy for policy engagement locally, regionally and nationally
  - Evaluation of advocacy initiatives to lead organizational involvement
- Finance
  - Creation and management of the organizational budget, ~\$1.4M
  - Oversight of financial management strategies to steward assets, engaging in practices consistent with successfully completing our annual audit.
- Human Resources Administration
  - Participation in evaluation materials and process for staff, including 360 degree reviews annually
  - Handling of emergent personnel matters in accordance with law and organizational policy

## Direct Reports

Senior Director of Policy and Strategic Initiatives

Senior Director of Communications

Director of Programs

Director of Finance and Administration

Director of Development

**Qualifications**

- Four-year degree with a minimum of ten (10) years' management experience with increasing responsibilities, or, an alternative equivalent combination of education and work experience.
- 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.
- Experience and ability to lead and manage complex and multi-faceted operations and teams; comfort with project management and program development.
- Understanding of how to shape organizational culture.
- Familiarity with data-informed decision-making techniques and best practices.
- Ability to form a network in the local government and/or regional business community is preferred.
- Track record of commitment to diversity, equity, inclusion and belonging, with 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: corporate leaders, community partners, and elected officials.
- Ability to work well in a fast-paced and changing environment, to take initiative and to independently manage multiple priorities.
- Resourcefulness and strong organizational skills.
- Responsiveness; managing relationships, correspondence and documents in a timely manner, with clear and effective written and oral communications.

**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 \$115,000 - \$125,000, commensurate with qualifications and experience, and a comprehensive benefits package, including medical/dental/vision.

- Medical, Dental & Vision Insurance with only a 10% employee contribution.
- Life & Disability Insurance with no employee contribution.
- Generous Vacation & Sick Time
- 12 Paid Holidays
- 403(b) Retirement Plan



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**Application Information**

Applications deadline is November 3, 2024, and are encouraged as soon as possible. To apply, please submit cover letter and resume as a single .pdf with filename “Executive Director - YOURLASTNAME” as an email attachment to [NewApplicationsEDSP2024@gmail.com](mailto:NewApplicationsEDSP2024@gmail.com)

**Diversity and Inclusion:**

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.

**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.