



# Sustainable PGH

307 Fourth Avenue, Suite 700 / Pittsburgh, PA 15222

April 3, 2023

## Position Title

Deputy Director

## Location

Sustainable Pittsburgh's downtown office with option for hybrid work

## Reporting To

Executive Director

## Direct Reports

Director of Programs  
Director of Communications  
Director of Government Affairs

## Who we are and what we stand for

Sustainable Pittsburgh is a 501(c)3 nonprofit organization and a trusted convener, having worked for 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.



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## 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, Ph.D., Executive Director

## **What does it take to be a successful Deputy Director at Sustainable Pittsburgh?**

**The successful Deputy Director works closely with the Executive Director to develop and execute strategy across internal departments in accordance with Sustainable Pittsburgh's mission, with oversight responsibility for programming, communications, and policy. The Deputy Director 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. This position is new, with specific day-to-day roles and responsibilities to be clearly defined, customized, and documented by the Executive Director in accordance with the successful applicant's skills, expertise, and experience.**

You will participate as a key member and manager of Sustainable Pittsburgh's senior leadership team, and report directly to the Executive Director, working with the rest of the senior leadership team, Executive Director, and Board of Directors in advancing the mission of Sustainable Pittsburgh. You will have responsibility for implementation of programming, communications, and policy activities in accordance with Sustainable Pittsburgh's 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, with knowledge and experience in corporate sustainability and/or municipal sustainability; will be comfortable with data and

analysis; 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.

### **Principal Functions**

- Oversight of programming, communications, and public policy work, with responsibility for implementation of related activities in accordance with Sustainable Pittsburgh's strategic plan:
  - With the Directors of Programs, Communications, and Government Affairs, draft, maintain and execute an integrated strategy and annual work plan for programs and communications, incorporating policy content as needed and appropriate;
  - Demonstrate and model strategic thinking, a thorough approach to work, and attention to detail;
  - Generate activities and recommendations to promote an engaged staff and increase integration of staff functions, support organizational goals, and build team orientation and inclusivity;
  - Direct program engagement with external partners; interface with key stakeholders and represent the organization as a leader of Sustainable Pittsburgh where senior-level engagement is needed;
  - Oversee development and maintenance of efficient systems and standards for data entry, database accuracy; ensure the integrity and utility of data. Comfort with and effective use of office software applications and information systems; familiarity with Google Workspace, Microsoft Office, and Salesforce desirable;
  - Make appropriate executive decisions when this authority is delegated by the Executive Director.
- Other duties as assigned.

### **Qualifications**

- Advanced degree with a minimum of six (6) years' management experience with increasing responsibilities, or, an alternative equivalent combination of education and work 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 government and/or 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: corporate leaders, community partners, and elected officials
- 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

**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-\$110,000, depending on qualifications and experience, and a comprehensive benefits package, including medical/dental/vision.



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### **Application Information**

Position is open until filled. Applications will be considered on a rolling basis and are encouraged by May 15. To apply, please submit cover letter and resume as a single .pdf with filename "DeputyDirector-YOURLASTNAME" as an email attachment to [careers@sustainablepittsburgh.org](mailto:careers@sustainablepittsburgh.org). Your cover letter should include a description of your philosophy on managing and leading cross-functional teams.

### **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.