

PROGRAM DIRECTOR, GREENERU

At GreenerU, we envision educational and community institutions leading the world in mitigating climate change. Our mission is to help our clients achieve climate neutrality and sustainable operations.

GreenerU helps institutions navigate the organizational, operational, and infrastructure changes required to reach climate neutrality through planning, engineering, and implementation. We're in this because we care—about the planet, about our clients, and about each other.

We are looking for a committed, passionate, fun, and energetic individual to join our team.

THE POSITION

We seek a program director skilled in process and group facilitation with experience in climate change mitigation, decarbonization efforts, stakeholder engagement, and project management in fast-paced, complex environments.

The ideal candidate is a strong leader who can manage and maintain relationships and is a clear and concise communicator. They are invigorated by busy workloads, flexible, willing to put in the extra mile, passionate about climate change mitigation, and are comfortable with innovating creative solutions along the path toward institutional climate neutrality.

The program director plays an important leadership role for the company. Along with supervising a team and managing a variety of climate change mitigation projects for clients (e.g., climate action plans, energy master planning, etc.), the program director supports the development of new offerings, assists in sales, and otherwise aids in business development. The program director should be highly motivated and capable of working independently with little direction. The program director is expected to create processes and structures that support staff in the implementation of their work and ties to GreenerU's overall mission, vision, and culture of excellence.

The program director will report to GreenerU's President. This role will require, at a minimum, hybrid work with availability to work in-person on a regular basis in our Waltham office and on site, as client needs dictate.

Salary is \$90,000–\$105,000 based on experience and qualifications. Benefits include health insurance, paid time off, employer-matched 401(k) plan, learning and development opportunities, and a workplace environment committed to diversity, inclusion, equity, and justice.

REQUIRED SKILLS, EXPERIENCE, AND CHARACTERISTICS

- Master's degree with 7-10 years of professional experience in project management, group facilitation, and climate mitigation and adaptation strategies; experience with sustainability reporting, strategic planning, and/or behavior change preferred
- Demonstrated success working in relevant fields associated with the education market, consulting, and/or climate and energy initiatives

- Meeting facilitation deploying a variety of tactics to develop group consensus in both remote and in-person settings
- Project management involving multiple stakeholders, producing high-quality deliverables on time and within budget in a rapidly changing environment with an ability to juggle competing priorities
- Demonstrated passion for climate action and sustainability and with a strong desire to create change and impact
- Demonstrated excellence in clear, concise written and verbal communication skills via presentations, trainings, proposal writing, and thought leadership
- Collaborative, enthusiastic, organized, and encouraging team player
- An eye for visual communication and design with knowledge of Adobe Creative Suite
- Strategic thinking with an ability to contribute innovative, creative ideas to fulfilling GreenerU's vision, mission, and value proposition (helping institutions navigate the steps to climate neutrality through planning, engineering, and implementation)
- Personnel management with a history of facilitating others' growth and development, maximizing competencies, soliciting and encouraging honest two-way feedback, and celebrating successes
- Skills in networking and meaningful relationship building and translating those partnerships into new opportunities or sales
- Background in workplace diversity, equity, inclusion, and justice a plus
- Well-developed sense of humor

RESPONSIBILITIES AND DUTIES

- Provide strategic direction for and management of activities throughout GreenerU's role in helping institutions navigate the steps to climate neutrality through planning, engineering, and implementation
- Lead GreenerU's climate action planning and related services for institutional clients
- Effectively and efficiently manage multiple client projects simultaneously, meeting deadlines and completing work within budget
- Manage, support, and encourage a team of up to three full-time employees
- Develop case studies and thought leadership pieces for GreenerU publications
- Meet annual sales goals as established in consultation with the CEO
- Maintain a utilization rate of 65% or higher, depending on staff size
- Maintain team utilization rates

HOW TO APPLY

Please submit a resume and cover letter to careers@greeneru.com. **No calls, please.** GreenerU is an affirmative action, equal opportunity employer and encourages candidates of diverse backgrounds to apply.