



THE SUSTAINABILITY INSTITUTE

Programs Director Charleston, South Carolina

WE ARE A NONPROFIT ORGANIZATION WITH A RELENTLESS PASSION FOR EMPOWERING VULNERABLE INDIVIDUALS & FAMILIES, A BELIEF THAT HOUSING SHOULD BE AFFORDABLE, SAFE, HEALTHY & RESPONSIBLE FOR ALL, AND A VISION FOR LOWCOUNTRY COMMUNITIES THAT ARE SUSTAINABLE & RESILIENT FOR GENERATIONS TO COME.

The Sustainability Institute works hard to be a trusted partner to neighborhoods undergoing change, a place where at-risk and disadvantaged people find a voice through service-learning and a supportive environment, and a facilitator and implementer of innovative community projects that teach, demonstrate and inspire. Our diverse portfolio of work includes sustainability consulting and planning for municipalities and private sector businesses, a broad range of green jobs/ workforce training programs focused on building and home performance, a city-wide energy efficiency program, a weatherization program in its 10th year, and much more.

In our twentieth year, we're searching for a Programs Director that shares [our values](#) and will help shape our work for years to come.

Responsibilities:

- You will be responsible for managing/ administrating our Energy Conservation Corps ("ECC") program, an award-winning, national AmeriCorps, service-learning program affiliated with the Corps Network that has been in existence for more than a decade.
 - You will work closely with our Executive Director, Finance Director, and Board of Directors to set strategic direction for the ECC program, implement new types of community service activities, projects and partnerships, expand brand awareness, and build a robust and diverse network of financial support.
 - You will lead the program through an important accreditation process with the Corps Network within the first 12 months.
 - We are planning an expansion of our ECC program that will include broadening our program focus from housing weatherization/ retrofitting to include new types of environmental conservation service projects, activities, and training. You will play an instrumental leadership role in planning and executing this expansion alongside the Executive Director and Board of Directors. This may lead to you managing affiliated initiatives or programs.
 - You will manage a team of dedicated support staff (2-3 people), research assistants and interns (2-3 people) and volunteers (10-20 people). Along with support staff, you will manage up to 20 AmeriCorps service members per year. Service members are part of the Corps Network's [Opportunity Youth Service Initiative \(OYSI\)](#), designed to provide education and conservation service experience to young people experiencing barriers.
- Specific duties will include (but not be limited to):



THE SUSTAINABILITY INSTITUTE

- Developing and managing service project opportunities and collaborative partnerships with other agencies and stakeholders.
 - Assisting with grant applications and overseeing data collection, outcomes measurement and reporting.
 - Setting up systems and protocols to monitor program compliance and to reflect best-practices of AmeriCorps programs.
 - Coordinating training activities of service members.
 - Performing community outreach and maintaining strong relationships with clients, service members, program partners, funders and other stakeholders.
 - Overseeing marketing and communications efforts for the program.
- You will be responsible for co-administrating the Charleston RISES™, commercial green-building certification program. Charleston RISES is a locally-tailored certification program designed to meet the specific characteristics and needs of the lowcountry region. The RISES Program promotes new construction projects that are at least 30% more energy and water efficient over code and are constructed using materials and products that do not adversely affect the health and well-being of the building occupants.
 - You will play a role in promoting the program and leading market development activities, including presenting to design, development and construction firms, as well as acting as a liaison with staff of local government bodies.
 - You will provide technical assistance to RISES projects by participating in design review meetings, reviewing submittals, monitoring execution of projects, and coordinating construction inspections.

Desired Qualifications & Experience:

- Proven leadership.
- Prior experience in the nonprofit sector.
- Graduate degree preferred.
- Prior experience with AmeriCorps programs, and/or serving vulnerable or at-risk populations.
- Prior experience and technical knowledge of commercial, green-building certification programs.
- Prior experience managing client relationships. Experience with Salesforce or similar CRM systems is a plus.
- Prior experience operating or using GIS.
- Prior experience working with young people.
- Proven marketing/communications skills.

Deal Breakers:

- Must be 21 years or older.
- Must be able to pass criminal background check.
- Must have earned a college degree.
- Must have experience with Program Administration/Management.



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SUSTAINABILITY INSTITUTE**

- Must have experience managing program budgets and financials.

Salary Range:

- \$65,000 - \$75,000/ year and commensurate with experience.

Timeframe:

- Must be able to start no later than August 31, 2020.

Other Need-to-Knows:

- The Sustainability Institute is committed to providing equal employment opportunity to our employees and applicants. Hiring and promotional decisions are made without regard to race, color, gender, religion, national origin, age, or marital status. The Sustainability Institute does not tolerate discrimination against anyone protected under federal or state law.

To apply for the position, please submit a cover letter, resume and at least three references in a single PDF file to Director@sustainabilityinstitutesc.org