

Director, Environmental Center

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- Position Summary

Position Number: 00669637**Working Title:** Director, Environmental Center**Employment Group:** University Staff**Job Code - Title:** 2500 - Student Services Director**Department Number - Name:** 10457 - Environmental Center**Position Reports to Title:****Position Reports to Position Number:** 00150013**Hiring Manager:****City:** Boulder**State:** Colorado**Country:**

- Job Summary

Job Summary: The Director of the Environmental Center plays an influential role in advancing sustainability on the Boulder campus, in higher education across Colorado, and globally. The director is expected to develop new sustainability initiatives, to obtain grant funding from off campus sources, to develop personal relationships with decision makers, and to serve as a public spokesperson for the Center and CU sustainability issues. The Director also supervises the staff and all programs within the Center.

- Job Duties with Percentage

Job Duties with Percentage: (20%) Plays a lead role in developing policy around campus sustainability initiatives that synergize the three pillars of sustainability: environmental preservation, social justice, and fiscal equity. Coordinates updates to campus-wide sustainability efforts including, but not limited to CU's Climate Action Plan, CU's GHG Inventory, and CU's Sustainability Tracking, Assessment and Rating System (STARS) submittals. Leads CU Student Affairs division-wide sustainability plan implementation and coordination. Works with other campuses to advance system-wide and statewide campus sustainability efforts. Delegates implementation of relevant initiatives to Center staff.

(20%) Leads and manages new technological and related fiscal evolutions within established and emerging auxiliary programs (e.g. Sustainable Practices and Student Bus Pass) to optimize revenues, control costs, ensure product quality, enhance customer satisfaction, and develop long-term financial stability. Looks for and develops new opportunities to advance the Center's and CU's mission by leveraging third-party funding and new auxiliary programs.

(10%) Develops vision for future Center and campus-wide sustainability efforts. Translates this vision into long-term plans and priorities with clearly identified roles, responsibilities and coordination processes across related campus units. Enhances recognition of sustainability contribution to social justice within the Center and across campus. Elevates and leverages positive social justice outcomes in all the Center's work. Develops new programs, secures funding sources, hires staff, negotiates with other departments.

(10%) Represents the Center on campus committees such as RFAB, Environmental Council, and TMP and to key campus constituencies and decision makers. The director will develop relationships with the vice chancellors and the directors of relevant departments in order to advance campus sustainability initiatives.

(10%) Represents the Center to the faculty. Partners with the Provost's Office and the Education Outreach Coordinator to advance sustainability synergies across the academic, co-curricular, and operational spheres. Participates on ENVS faculty committees. Works with administrators and extant sustainability programs• in Arts and Sciences, Engineering, Business, Law, Journalism, and Architecture and Planning to advance sustainability initiatives within these schools—and in any forthcoming academic programs. Teaches project classes which involve students in applied research projects.

(5%) Seeks off campus funding sources. Serves as principal investigator for federal grants, as appropriate. Writes grants to government agencies and foundations. Engages in major donor fundraising.

(10%) Supervises classified and OEP staff through meetings, performance planning and evaluation. Some day-to-day coordination of staff positions is done by the assistant director, but the director sets the annual work plans and is ultimately responsible for evaluation of all of these positions

(5%) Trains and supervises a small number of student employees, interns and volunteers, though this role is primarily served by the assistant director and program coordinator positions. Supports the Environmental Board, the CUSG sustainability director, and related student leaders

(5%) Prepares and defends annual budget request with the assistance of the Assistant Director. Provides high-level quarterly review of financials for recycling, transportation, and energy programs.

(5%) Presents the Center and CU to the public through press releases, articles, interviews and speeches. Advances the Center's and CU's reputation through activities such as leadership and participation in professional organizations including AASHE, SCUP, and NASPA, Board memberships, conferences/webinar keynotes, and publications in journals related to sustainability or higher education.

- Requested Minimum Requirements (Education and Experience)

Minimum Requirements: Bachelors Degree in applicable field and ten years direct experience in campus sustainability as a director or executive, or Masters Degree in applicable field and three years direct experience in campus sustainability as a director or executive.

- Competencies/Knowledge, Skills, and Abilities

Competencies/Knowledge, Skills, and Abilities:

- Preferred Qualifications

Preferred Qualifications: Ph.D. in Sustainability or applicable field and three years experience in campus sustainability as a director or associate director

- Additional Details

Supervision

Does this position have supervisory responsibilities?: Yes, Supervising Staff and Students

Functional Attributes of the Job Duties

Physical Demands: Balancing, Climbing, Depth Perception, Feeling, Fingering, Hearing, Medium, Talking, Tasting/Smelling

Mental Functions: Analyzing, Communicating, Comparing, Compiling, Computing, Coordinating, Instructing, Interpersonal Skills/Behaviors, Negotiating, Synthesizing

Environmental Conditions and Physical Surroundings:

Hazards:

Funding

Position Funding:

- 12015360
- 24
- Fund 20, 22, 26, 28, 29 - Auxiliary

- 12016577
- 76
- Fund 20, 22, 26, 28, 29 - Auxiliary

Additional Attributes

Org chart Attachment file:

Percent of Time: 100

Appointment Type:

Describe the Work Schedule:

Is this Position a Campus Security Authority?: No

Is this Position Designated Essential Services?: No

Does this position operate a University Vehicle?: No

Is a Pre-Placement Physical Required?: No

Does this position have Export Control Requirements?: No

- Salary, Incumbent Data, Approvers and Recruitment

Salary

Requested Salary Range:

Incumbent Data

Incumbent Employee:

Is this position a classified conversion, an internal transfer, or promotion?: No

Approval Workflow

Position Approvers:

Courtesy Copy:

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Recruitment and Reviews Requested

Department Reviewer Review Needed prior Submission to Campus HR:

- To Be Completed by HR (Read-Only)

FLSA Status :

Exempt - Administrative

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