

Job Category: Professional/Administrative

Title: Director of Sustainability

Full Time/Part Time: Full Time

Division: Dean of the Faculty

Department: Office of Sustainability

Job Description

Colgate's Director of Sustainability serves as a visionary leader and communicator of the university's sustainability efforts. The Director helps Colgate set and achieve ambitious sustainability goals and partners with other university leaders and stakeholders to pursue the most effective strategies to advance sustainability on campus and help the university achieve the goals set forth in Colgate's Third-Century Plan. Colgate's Director of Sustainability works closely with senior administration, division and program directors, operations managers and supervisors, faculty, staff, and students to define and implement Colgate's approach to environmental sustainability. The Director of Sustainability is expected to help the university achieve and maintain carbon neutrality, help establish mechanisms to provide an education in sustainability and climate change for all students, and implement programs that minimize the university's ecological and carbon footprints and help the university adapt to the adverse impacts of climate change.

Accountabilities

Colgate's Director of Sustainability is accountable for raising campus engagement in environmental sustainability; serving as a knowledgeable and dependable resource for senior administration, faculty, staff, and students; monitoring, tracking, and communicating the institution's overall environmental performance (especially as it relates to climate action); and identifying and introducing new and innovative opportunities to improve the practice of sustainability at Colgate University.

The Director is accountable for writing project proposals, completing grant applications, or other documents to pursue funding (on and off-campus) for sustainability initiatives.

The Director of Sustainability is accountable for researching, developing, managing, monitoring, and implementing projects and programs that advance sustainability and climate action on campus. Particular areas of focus include resource conservation and efficiency, low-carbon and renewable energy, green building practices, waste management and recycling, low- and zero-emission transportation, managing the forest carbon inventory and overall forest management strategy, land stewardship, and advancing sustainability in food and dining services. The Director must evaluate proposals for sustainability projects while considering factors such as cost-effectiveness, technical feasibility, lifecycle environmental impacts, and integration with other initiatives.

The Director will also maintain and build effective partnerships within the Hamilton community and beyond, including building on the strong relationships Colgate already has with the sustainability offices of other colleges and universities in New York and across the country.

The Director of Sustainability is responsible for assessing, evaluating, and revising the university's current sustainability programs and improving the university's public profile in sustainability and climate issues.

Technical Competencies

Sustainability	Demonstrated expertise in environmental studies, energy and carbon management, sustainable design, planning, policy, and best practices. Ability to develop and implement sustainability projects and initiatives on campus and in the community. Ability to identify and pursue relevant sources of funding and grant opportunities that support sustainability initiatives. Ability to develop sustainability standards, policies, and operating procedures. Ability to provide strategies for consideration to Colgate's Sustainability Council.
Outreach/ Communications	Demonstrated ability to promote communication between Colgate's academic mission and the operations of campus to achieve an integrated university-wide sustainability program. Ability to work effectively with students, faculty, and staff to promote environmental and climate change awareness. Ability to form partnerships and positive working relationships with campus stakeholders (including senior administration, staff, faculty and students of all backgrounds and interests), regional and county planners, the local agricultural community, local officials and community leaders, and partners throughout the higher education community working to advance sustainability.
Operations/ Best Practices	Demonstrated ability to research and understand best practices and strategies in sustainability. Ability to consider and implement a range of environmental and climate action strategies, evaluate new and ongoing initiatives and address gaps in the university's sustainability program. Ability to evaluate green building and renovation practices, facilitate best practices in recycling and waste management, energy efficiency, transportation, green purchasing, and grounds maintenance.
Technology	Demonstrated ability to use electronic tools and data sources to execute sustainability leadership roles including web resources and communications tools for advancing, publishing, and communicating Colgate's sustainability efforts.

Behavioral Competencies

Personal Accountability for Results	Takes responsibility for decisions, performance, and outcomes; behaves in a responsible manner with a positive attitude; shows self-awareness and openness to feedback.
Effective Communication	Demonstrates effective written and oral communication skills; shares information and seeks input from others; adapts communication to diverse audiences; protects private and confidential information.
Problem Solving and Decision Making	Analyzes and prioritizes situations to identify and solve problems; generates solutions to improve efficiency and quality; involves others in solving problems and making decisions; factors organizational goals into decisions; makes clear, transparent, and timely decisions.
Change Management	Responds positively to changing university initiatives and readily adapts behavior to maintain effective performance; understands the long-term direction of the university and can relate this to departmental area; adapts to new methodologies; identifies and acts on areas where change is appropriate.
Leadership and Teamwork	Applies skills and knowledge to provide a climate to achieve departmental and organizational success; balances individual and department goals; helps others perform at their best; builds productive relationships to enhance individual and organizational effectiveness; treats others with respect; resolves conflicts among team members.
Creativity and Innovation	Generates, explores, encourages, and implements innovative ways of creating strategic value for the university, division, department, and individual level; critically assesses the effectiveness of new initiatives.
Diversity and Inclusion	Demonstrates respect for people and their differences; understands the benefits of a diverse workforce; earns the trust and respect of others; includes and welcomes others; works to understand the perspective of others; promotes opportunities to experience diversity within our community.
Sustainability	Understands the impact of decision-making and personal behavior in achieving the university's commitment to a sustainable and carbon neutral campus; supports and advances the university's sustainability initiatives; influences others to use sustainable practices.

Professional Experience / Qualifications:

- Five or more years of professional work experience in the sustainability field
- Experience with sustainability and/or organizational strategic planning (e.g. climate action planning, zero waste planning, resilience planning)
- Able to effectively manage, supervise, and mentor members of the Office of Sustainability including the assistant director, garden manager, administrative support, and student interns.
- Able to effectively establish and manage budgets for the Office of Sustainability and its personnel.
- Model the professionalism, insight, and sound judgment necessary for working productively and building upon existing relationships with senior leadership, Colgate's board of trustees, administrative and academic leadership, faculty, staff, students, and alumni.
- Excellent organizational, time management, and communication skills
- Able to work effectively with minimal supervision
- Self-motivated, driven, and detail-oriented
- Able to adapt to changing work settings and priorities
- Proficient in software and computer applications specifically Microsoft Word, Excel and Google Suite, required
- Colgate has a diverse student, faculty, staff, and alumni population representing a variety of races, gender identities, socioeconomic status, sexual orientations, languages, national origins, etc. Colgate's Diversity, Equity & Inclusion Plan presents a framework for continuing the creation of an inclusive campus and engaging the Colgate community in this effort in the years ahead. The Director of Sustainability must be capable of working collegially with a diverse group of faculty, staff, and students on a daily basis

Preferred Qualifications:

- Experience working in a residential, liberal arts, higher education setting
- Experience conducting GHG inventories in alignment with the WRI GHG Protocol
- Experience using science-backed behavior change frameworks such as *Community Based Social Marketing*
- Experience managing organizational social media platforms
- Experience leading and managing a diverse, cross-functional, collaborative team

Education:

- Bachelor's Degree in a related field is required; Master's degree is preferred.