

## **Executive Director of Sustainability**

Reporting to the Senior Vice Chancellor for Business and Operations, the Executive Director of Sustainability is a senior member of the Senior Vice Chancellor for Business and Operations' executive team. The Executive Director will provide strategic analysis and forecasting of optimal sustainability practices. The incumbent for the Executive Director for Sustainability will oversee initiatives for all University of Pittsburgh aspects of sustainability and green practices, including strategic plan development, implementation, and analytics, all of which will continue to advance Pitt as a global sustainability leader benefitting people, planet, and the economy.

**Percentage of Time: 30**

### **Responsibility/Duty: Communication, Engagement, & Partnerships**

- Lead university-wide sustainability strategy communications, ensuring engagement across university governing bodies, on-campus constituents, alumni, and partners.
- Provide sustainability content and subject matter expertise to leadership, campus constituents, and partners to guide action plans and tactics to achieve progress towards the University's sustainability targets/goals
- Develop communications materials, presentations, memos, reports, and online assets (working closely with University Communications teams) on Pitt Sustainability strategy, processes, actions, and achievements to key stakeholders, including Board of Trustees, senior administrative staff, students, employees, shard governance bodies, and the public.
- Coordinate Sustainable.Pitt.edu website to ensure that information is kept up to date and that the website actively and dynamically informs the campus community of current progress and events.
- Work with University Communications teams to establish and maintain an effective communication strategy utilizing multiple outlets (website, social media, print) to develop key ongoing and dynamic communications that engage all members of the Pitt community and the public. Serve as primary University sustainability spokesperson.
- Coordinate education and outreach programs in support of the University's sustainability, climate action, and resource conservation programs.
- Coordinate the University's submissions to national and regional benchmarking programs and certification agencies, including, but not limited to, AASHE STARS, Princeton Review's Guide to Green Colleges, ENERGY STAR Portfolio Manager, etc.
- Collaborate with regional and national higher education sustainability peer groups. Present at professional meetings and conferences.
- Represent Pitt's sustainability efforts to the University and the public. Maintain relationships with campus departments, programs, organizations, and groups as well as professional associations and colleagues at other institutions to achieve sustainability objectives.
- Advocate for City-wide Sustainability initiatives such as P4Pittsburgh, ONEPGH, 2030 District, the Sustainable Pittsburgh Challenge, and CAP 3.0, and engage with the City of Pittsburgh's Office of Sustainability. • Prepare and deliver presentations, both internally and externally, on sustainability efforts at Pitt. Share lessons learned through articles and case studies.

- In coordination with Pitt's office of Community and Governmental Relations, work with elected officials, governmental agencies, and community groups to develop relationships and enhance program support.

**Performance Standard**

- Excellent sustainability knowledge and strong analytical abilities. Strategic and critical thinking skills.
- Ability to create strategies and policies as well as to analyze, summarize, and effectively present data. Strength and experience in building collaborations.
- Exemplary communication skills.
- Strong interpersonal skills and the ability to work effectively with a wide range of individuals and constituencies, including senior leadership, faculty, senior staff, students, corporate leadership, government entities, and nonprofit organizations.
- Demonstrated leadership, organizational, and management skills.
- Experience in developing policies and procedures.
- Exceptional written, oral, digital, and presentation communications skills. Ability to perform with a high level of independence.

**Percentage of Time: 45**

**Responsibility/Duty: Campus Sustainability Strategy & Action**

- Work with campus sustainability leaders to develop and define goals, performance metrics, and long-range plans. Evaluate and monitor progress and effectiveness.
- Advise Pitt's senior administration and academic leadership on strategic sustainability initiatives.
- Develop and communicate updates about sustainability initiatives and progress towards institutional goals.
- Effectively work with elements and constituents of the campus community to communicate and further the campus sustainability goals and initiatives, including fostering partnerships with academics, research, operations, and student groups to further campus sustainability achievements.
- Develop annual campus sustainability update, showcasing recent successes, current efforts, and future focus areas for reducing environmental, social, and economic impacts.
- Connect operational sustainability initiatives to the campus pedagogical efforts that facilitate opportunities for faculty and students to utilize the University as a living laboratory.
- Create opportunities for and support student sustainability projects and events (e.g., Student Office of Sustainability, Student Sustainability Showcase, Student Sustainability Symposium, undergraduate summer research).
- Co-Advise annual delivery of the University's Greenhouse Gas Inventory with Mascaro Center for Sustainable Innovation.

**Performance Standard**

- Excellent sustainability knowledge and strong analytical abilities. Strategic and critical thinking skills.

- Ability to create strategies and policies as well as to analyze, summarize, and effectively present data. Strength and experience in building collaborations.
- Exemplary communication skills.
- Strong interpersonal skills and the ability to work effectively with a wide range of individuals and constituencies including senior leadership, faculty, staff, students, corporate leadership, government entities, and nonprofit organizations.
- Demonstrated leadership, organizational, and management skills.
- Experience in developing policies and procedures.
- Exceptional written, oral, digital, and presentation communication skills. Ability to perform with a high level of independence.

**Percentage of Time      15**

**Responsibility/Duty      Planning, Design, & Facilities Projects Sustainability Expertise**

- Provide strategic sustainability expertise for planning and facilities projects, including, but not limited to new buildings, existing building retrofits, renewable energy projects on-campus and in partnership, district energy collaborations, waste & materials management, interior products, real estate, and sustainable landscaping and grounds management.
- Lead deployment of and manage Sustainable Investment Fund project tracking, including convening decision-making group; tracking financial, environmental, and co-benefits of projects; and instigating new projects across the University.

**Performance Standard**

- Excellent knowledge of sustainable built environment strategies, performance measures, and technologies.
- Exemplary communication skills, analytical abilities, and strategic and critical thinking skills.
- Ability to create approaches strategies and policies as well as to analyze, summarize, and effectively present data.
- Strength and experience in building collaborations.
- Strong interpersonal skills and the ability to work effectively with a wide range of individuals and constituencies including senior leadership, faculty, staff, students, corporate leadership, government entities, and nonprofit organizations.

**Percentage of Time      15**

**Responsibility/Duty      Administration and Ad Hoc Projects**

- Management oversight of the Office of Sustainability, including but not limited to administration of personnel, budget, fundraising, and office operations and policies.
- Serve as chair of the Chancellor’s Advisory Council on Sustainability, coordinating all committee meetings and activities; oversee all Council subcommittees (currently 4 focused on active mobility, carbon commitment, campus trees, and pollinator habitat)

- Perform ad hoc administrative responsibilities as directed by the Senior Vice Chancellor and/or other senior leadership. These projects include efforts such as providing strategic expertise for B&O and CFO initiatives (including Pitt and non-Pitt partners), allocating/re-allocating resources, project management on administrative endeavors, and other projects as they arise.

#### **Performance Standard**

- Develop and maintain a knowledgeable and operational sustainability team.
- Ability to tolerate ambiguity and keep confidentiality are critical.
- The ability to analyze, summarize, and effectively present data and create strategies and policies.
- Strong operational and budgetary knowledge of operations, research, human resources, procurement, and academic areas.
- Develop and maintain a knowledgeable and operationally excellent financial management.
- Ability to assimilate and advance the goals of Business & Operations.
- Strong interpersonal skills and ability to work effectively with a wide range of individuals and constituencies, including senior leadership, faculty, staff, students, corporate leadership, government entities, and nonprofit organizations.
- Demonstrated leadership, organizational, and management skills.
- Experience in developing policies and procedures.
- Exceptional written, oral, digital, and presentation communication skills. Ability to perform with a high level of independence.