

**POSITION DESCRIPTION**  
**DIRECTOR OF SUSTAINABILITY AND RESILIENCE**

**Overview:** The Director of Sustainability and Resilience will provide leadership on all aspects of campus sustainability and resilience by identifying and coordinating opportunities to advance sustainability at Michigan Tech. This position will enhance ongoing campus-wide sustainability efforts in academics, research, and campus to significantly propel Michigan Tech's sustainability commitments forward. This position will report to the Chief Financial Officer and Senior Vice President for Administration's unit.

The Director of Sustainability and Resilience will work closely with the Tech Forward Initiative on Sustainability and Resilience and with other existing networks of faculty, staff, students, and the community. They will coordinate sustainability messaging efforts, encourage and develop others to take sustainability leadership roles within their own areas, and build support and consensus among diverse groups.

**Essential Duties and Responsibilities:**

**Campus sustainability and reporting**

- Leads the AASHE Stars reporting process.
- Collaborates with operational departments (energy, recycling, purchasing, dining, I.T., transportation, housing, etc.) to assess, record, and improve sustainability outcomes in a way that benefits the unit as well as campus as a whole.
- Interfaces with students/student groups on campus sustainability initiatives, providing continuity across years, liaising between students and campus/community members.
- Develops additional assessment and reporting protocols for sustainability related activities.

**Sustainability initiatives and activities on campus**

- Maintains awareness of and a presence in the field of sustainability publications and presentations, memberships in regional and national organizations, conference attendance and participation, and formal and informal networking.
- Convenes the University Sustainability Advisory Committee.
- Advises faculty, staff, and student organizations regarding sustainability related projects.
- Assists with preparing proposals for grants and for prospective donors.
- Supervises activities related to implementation of sustainability policies as well as training and educating participants.

**Facilitation of education and research**

- Contributes to applied educational activities on campus, such as collaboration with and/or advising of sustainability-focused enterprise(s) or initiatives.
- Contributes to developing proposals for sponsored projects and general development activities that will advance sustainability priorities.
- Collaborates with faculty on interdisciplinary educational and research initiatives.
- Introduces innovative methods impacting student learning and engagement.

### **Campus culture and community outreach**

- Leads the collaboration to facilitate the transition to a University-wide culture of sustainability, both on and off campus.
- Networks with all constituent groups on campus to identify gaps in knowledge and awareness, as well as to promulgate good ideas and novel solutions regarding individual and institutional sustainability concerns.
- Promotes campus environmental responsibility through presentations and workshops and representing the University locally, nationally, and globally.
- Serves as main point of contact and lead advocate for sustainability on campus.
- Develops a branding strategy for sustainability on campus.
- Assembles sustainability-related outcomes, organizational changes, and activities in an annual sustainability report.
- Produces content for University publications and maintains a campus sustainability website to report and document sustainability efforts.

### **Minimum Required Qualifications**

1. Bachelor's degree.
2. At least one year of experience with teaching, research, programs, or operations focused on sustainability.
3. Demonstrated record of successful grant writing and fundraising.
4. At least one year of experience providing leadership in a sustainability role.
5. Demonstrated strong working knowledge and passion for the concept of sustainability and awareness of the central issues, challenges, strategies, methodologies, and controversies in the area of sustainability.

### **Preferred Qualifications**

1. Advanced degree.
2. Demonstrated record of successful grant writing and fundraising in areas related to sustainability.
3. Excellent and demonstrated organizational, communication, problem solving, management, and interpersonal skills.
4. Demonstrated ability to work well independently and in teams, and the ability to establish and advance multiple priorities while maintaining flexibility.
5. Demonstrated excellent relationship-building skills to work with students and employees on sustainability issues and to develop a positive sustainability culture on campus.
6. Demonstrated ability to respond to complex sustainability challenges with effective actions.
7. Demonstrated ability to provide both short-term and long-term visions.
8. Demonstrated investigative skills to stay current on developments and recognize opportunities.
9. Demonstrated analytical skills for developing appropriate responses to sustainability challenges and documenting the attainment of educational, research, and operational benefit to campus and the community.
10. Demonstrated ability to initiate action and render decisions efficiently.