



February 12, 2020

Position Title

Program Manager

Location

Sustainable Pittsburgh's office at 307 Fourth Ave., Suite 1500, Pittsburgh, PA

Reporting To

Director of Programs

Who we are and what we stand for

Sustainable Pittsburgh is a 501(c)3 nonprofit organization and a trusted convener, having worked for over 20 years with decision-makers at hundreds of the region's businesses, nonprofits, and local governments. We focus on systems change, with a comprehensive approach encompassing social equity, environmental stewardship, and economic prosperity.

Through our programs, events, and initiatives, we help regional decision-makers find and implement high-impact ways to build fundamentally sustainable organizations and communities, to make best practices into standard practice. We work to create a Southwestern Pennsylvania with a strong economy in which all people thrive within a clean and healthy environment.

We are a dynamic team of dedicated professionals. Through collaboration and open-mindedness, and with credibility and resourcefulness, we are making a difference for a better region and world. We hope you will join us.

Our vision on diversity and inclusion

Wherever you're from, whatever your background, Sustainable Pittsburgh needs you! At Sustainable Pittsburgh, we believe inclusion and diversity are key to our success. By fully leveraging our diverse experiences, backgrounds, and insights, we inspire innovation, shape a new narrative, and create better outcomes for our partners and the communities we serve.

Making inclusion and diversity a competitive advantage is front and center for us. In 2019, 82% of our team identify as women, and 27% identify as a racial or ethnic minority.

"It is central to our mission that Sustainable Pittsburgh be an organization that works for and resonates with all the communities in the greater Pittsburgh region. I hope that you will join me as we work to ensure a more sustainable future for all."

Joylette Portlock
Executive Director

What does it take to be a successful program manager at Sustainable Pittsburgh?

The successful Program Manager will develop impact goals for the region's organizations and communities, design compelling curricula and resources to support advancement of these goals, and build trusted, professional relationships with partners to help achieve them.



Our programs provide education, resources, performance tracking, and networking opportunities for stakeholders.

While you will work closely with the Director of Programs and other programs team staff to meet this goal, you will be primarily responsible for the successful design and execution of one or more of Sustainable Pittsburgh's programs, including the next version of the Sustainable Pittsburgh Challenge and activities of the CEOs for Sustainability executive roundtable.

Principal Functions

- Program management, to include
 - With the Director of Programs, design the new Sustainable Pittsburgh Challenge, including setting impact goals. During the first 100 days, work with the Sustainable Pittsburgh team to develop a strategy to recruit a minimum of 100 workplaces to participate.
 - With other staff, design and execute at least 5 planned educational workshops on sustainability topics in 2020.
 - With other staff, assist with program implementation of the CEOs for Sustainability executive council.
 - Help with the design of and information transfer to the new technology platform for our performance programs, to launch in late 2020.
 - With the Director of Programs, develop program design and theory of action compatible with our current strategic plan
 - Work with staff to help assure robust publicity, program engagement, and involvement of program participants in Sustainable Pittsburgh's membership and sponsorship programs
 - With staff, help identify relevant opportunities for funding, assist with grant writing and/or other fundraising opportunities as directed
 - Other duties as assigned
- Participation on behalf of Sustainable Pittsburgh in non-programmatic spheres, such as policy work, advocacy campaigns, teaching, research projects, or other such strategic engagements; represent Sustainable Pittsburgh at external events
- Engagement in professional development opportunities to grow expertise and network within the field, community engagement through volunteering within the communities served
- Other duties as assigned.

Qualifications

EDUCATION & EXPERIENCE: Demonstrated track record of having successfully built goal-oriented programs; having successfully managed professional networks; and/or managed other projects that support and measure performance improvement on a number of criteria. College degree or equivalent experience in a related field.

KNOWLEDGE, SKILLS, ABILITIES:

1. Attention to detail, interpersonal and organizational skills.
2. Oral and written communication skills.
3. Resourcefulness, strategic thinking, and ability to take initiative.
4. Ability to track and analyze data and report on key sustainability trends and opportunities in Southwestern Pennsylvania, and ability to incorporate these into programs.



5. Ability to work independently, prioritize and manage multiple tasks, meet multiple deadlines.
6. Tact, maturity and absolute discretion in handling confidential information.

PHYSICAL REQUIREMENTS:

While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; balance; and talk or hear. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. An employee in this position is exposed to conditions relative to a typical office environment, including ambient room temperatures, moderate noise levels, fluorescent lighting and traditional office equipment. Employee will be expected to use personal and/or public transportation. Occasionally, the employee should expect travel within the greater Pittsburgh region.

Salary and Benefits

Sustainable Pittsburgh offers a salary range of \$51,000-\$53,000, based on experience, and benefit package, including medical/dental/vision, etc., 403b plan, and defined contribution retirement plan.

Equal Employment Opportunity Statement:

Sustainable Pittsburgh prohibits discrimination and harassment of any type, and provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Application Information

Applications must be received by 5:00PM Eastern Time on Friday, February 28. To apply, please submit resume and cover letter as a single .pdf document with filename "Program Manager-YOURLASTNAME." Attach to an email and send with the subject line "Program Manager-YOURLASTNAME" to careers@sustainablepittsburgh.org