



Position: Sustainability Project Manager

Location: Orlando, FL

BACKGROUND: Orlando – one of the fastest-growing cities in the U.S. – is known as the center of a dynamic metropolitan area of more than two million people and is a hub for digital media and biomedicine. Orlando has the tenth busiest airport in the U.S. with flight connections all over the world. Nearly one in every five adult Orlando residents was born outside the continental U.S. The current population of the City is estimated at 240,000.

In 2007, Mayor Buddy Dyer launched Green Works Orlando as an ambitious effort to transform Orlando into one of the most environmentally friendly, socially inclusive, and economically vibrant cities in the nation. Green Works Orlando represents our commitment to utilize the City's leadership position to build partnerships and share resources that preserve natural resources and foster positive environmental changes.

Through a joint initiative, the City of Orlando was selected to work with the Institute for Market Transformation (IMT) and Natural Resources Defense Council (NRDC) to establish a long-term partnership that assists with the design and implementation of ambitious plans that significantly reduce community energy costs and carbon pollution, create local demand for skilled workers, and produce new market opportunities for private-sector investment in the existing building stock.

JOB DESCRIPTION: The position will achieve results in a manner reflective of Orlando's balanced approach to building and sustaining a livable and inclusive community; with emphasis on educational excellence, healthy neighborhoods and people, environmental quality, natural resource protection, strategic economic development, growing a green economy, quality job opportunities, community safety, and arts and culture. The primary responsibility for this position will be to assist the Director of Sustainability with the development, management, implementation, and outreach for a suite of policies and programs designed to advance the Green Works Orlando goals, with a strong emphasis on energy efficiency and green building efforts in commercial and multifamily real estate. The Sustainability Program Manager will be part of a network of City Energy Project Advisors placed in cities across the country to support building energy efficiency policy and program initiatives, and will therefore be engaged at the local, regional, and national levels to advance the city's goals. The Sustainability Program Manager will report to the City of Orlando Director of Sustainability on a day-to-day basis.

The role calls for a balance of leadership and influencing skills, as the Sustainability Program Manager will interface with key influencers and decision-makers within city government, the real estate sector, utility companies, and at other organizations in the community. In addition, this role will require flexibility and strong organizational and communication skills, as the individual will work on a range of projects and initiatives. Successful candidates will have a track record that demonstrates their ability to work independently, to contribute effectively as a member of a team, and to collaborate across organizations.

To accomplish Orlando's goals, the Sustainability Program Manager will:

- Ensure the city makes progress on the Green Works Orlando initiatives, which may include leading particular projects or aspects of their plan, managing stakeholder engagement, drafting documents and materials, giving presentations, and performing data analysis.
- Update a detailed work plan describing the objectives, goals, and responsibilities for the position, and take action on that work plan.
- Lead development and plan implementation for Orlando's building energy efficiency, renewable energy, and clean transportation initiatives, and participate in implementation of that plan.
- Develop and manage strong relationships within the city government and key stakeholders and partners in the community.
- Maintain appropriate bi-directional communication and information flow with the City of Orlando, IMT and its identified partners to ensure the organization's capabilities are fully leveraged on the ground.
- Manage the City of Orlando efforts with stakeholders and partners at the local, regional, and national levels, as needed. Stakeholders may include academic partners, regional energy efficiency organizations, nonprofits or other companies, and federal agencies.
- Ensure appropriate reporting to City of Orlando and the IMT/ NRDC leadership.
- Additional tasks will include special projects that relate to other Green Works Orlando initiatives.

**SKILLS AND EXPERIENCE:**

- Minimum of a Bachelor's degree in related field
- Four or more years of post-college work experience, with demonstrated experience of sustainability, green building, energy policy, and/or commercial real estate.
- Strong analytical skills and the ability to work with data.
- Knowledge of building energy policy best practices, and experience working within this field.
- Exceptional program management, strategic thinking, and interpersonal skills are required, including the ability to problem-solve and influence decision-making processes in a diplomatic and collaborative manner.
- Direct experience managing multi-year projects in a team setting, including developing project plans and managing timelines. Experience with negotiations or inter-organizational cooperation a strong plus.
- Experience maintaining collaborative relationships with diverse stakeholders to achieve measured results.
- Comfortable with public speaking in varied settings, ranging from working groups to conferences.
- Excellent writing skills and ability to tailor messages and materials to different audiences.
- Understanding of technical and political background behind Orlando's responses to climate change or sustainability, including knowledge of policy implementation at the local level.

PLUSES:

- Knowledge and experience related to building sciences, commercial real estate, or energy efficiency in buildings.
- Advanced degree in relevant discipline.
- Experience working within municipal government on environmental policy issues.
- Experience working as a consultant to private or public entities.
- Experience living and working in Orlando.

SALARY: Commensurate with experience.

TRAVEL: This position requires travel outside of the Orlando metro area less than 10% of the time.

TO APPLY: To submit an application for this position, email a resume and a brief cover letter with "Sustainability Program Manager" in the subject line to

This position is funded and employed directly by the City of Orlando, with the support of Institute for Market Transformation (IMT) and the City Energy Project. The position is full-time and has guaranteed funding for 24 months, which will commence when the position is filled. Funding is in place to renew the term based on overall project progress and employee performance.

City of Orlando operates under a strong Mayor form of government. The executive branch of the City government is headed by a directly-elected Mayor as CEO. The legislative branch consists of six Commissioners (City Council) who are elected from districts. The Mayor is elected to a four-year term and each Commissioner is elected to a four-year term. The current Mayor, Buddy Dyer, has been in office 12 years. There are no term limits. The Mayor appoints a Chief Administrative Officer who is responsible for day-to-day operations of the City. For more information, please visit www.cityoforlando.net

IMT is a 501(c)(3) non-profit organization based in Washington, DC. IMT's mission is to promote energy efficiency, green building and environmental protection in the United States and abroad. The focus of IMT's work is energy efficiency in buildings. The organization's activities include technical and market research, educational outreach, and the crafting of energy efficiency policy and program initiatives. IMT is an equal opportunity employer. For more information, please visit www.imt.org.