

POSITION ANNOUNCEMENT

Energy in the Built Environment Strategic Projects Manager

Position Type: Full time, 12-month contract with the intention and possibility for extension.

Position Description: The Urban Sustainability Directors Network (USDN) and Carbon Neutral Cities Alliance (CNCA) – projects of Global Philanthropy Partnership – are jointly seeking an Energy in the Built Environment Strategic Projects Manager. This new position will help USDN members to advance their work toward collaboratively identified goals by supporting members in developing strategic priorities and cultivating and managing key projects related to energy use in the built environment.

Coordinate the Zero Cities Project (50% of time):

The **Zero Cities Project** is an emerging three-year project through which a team of external partners will help 12 North American cities to develop local roadmaps to achieving deep carbon reductions of at least 80% by 2050 across their community building stock. The project team is composed of experts in carbon neutral building design, network development, policy analysis, communications, and equity and community engagement.

- Coordinate with the diverse project team to collaboratively enhance and deliver the project, ensuring that partners are appropriately learning from and collaborating with each other and participating cities.
- Develop and coordinate trainings for participating and ‘next-wave’ cities.
- Coordinate project strategy evolution.
- Regularly communicate with participating local governments and other stakeholders.
- Lead project fundraising, budget management, administrative management, and reporting.

Engage USDN members and external stakeholders to support member-driven strategy development and impact related to critical energy issues (50% of time):

- Engage USDN members, partners, and funders as appropriate to strategically identify and cultivate new project, training, and support opportunities to help USDN members advance their work on a range of prioritized energy issues (e.g., accelerating a clean energy transition).
- Maintain relationships with USDN members and external partners to track and participate in key advancements and thinking in the field. Represent USDN member perspectives in strategic conversations.

- Provide project management and coordination as appropriate on various projects. USDN often collaborates with external partners to support the learning and work of USDN members. The role of USDN in each collaboration is determined on a custom basis.
- Collaborate with USDN staff to develop enhanced understanding of member interests, challenges, opportunities, and priorities for advancing progress on energy issues. Support USDN in identifying and curating examples of success stories and resources to share with the network to advance member learning. Collaborate in the process of identifying potential content and partners for USDN meetings, peer learning groups, and collaborative projects.
- Develop and contribute to the development of internal and external communication tools to support member learning as well as to share information with external stakeholders to cultivate further support for the work and goals of USDN members.
- Support USDN members in establishing goals and mechanisms for measuring progress on energy issues.
- Other tasks as assigned. USDN employs a lean and flexible organizational model.

Position Requirements:

- Demonstrated experience working on community-scale energy issues
- Minimum of three years experience working with or for city government
- Documented success at program management and partnership development
- Bachelor's degree required; master's degree preferred
- Excellent writing, speaking, and interpersonal skills
- Demonstrated leadership skills and ability to excel in a self-directed work environment
- Demonstrate experience with any or all of the following:
 - Meeting facilitation
 - Experience working at the intersection of local government, community, energy, technical, policy, communications, and equity issues
 - Experience with community building and collaborating with people of diverse backgrounds
 - Experience with applying an equity-centered approach to addressing challenges and identifying and advancing ideas
 - Management of budgets and contract / sub-contract relationships
 - Needs assessment and policy development
 - Facilitation of peer knowledge exchange
 - Training delivery
 - Philanthropic relationships
 - Meeting / event preparation



- USDN is seeking a person who is well organized, resourceful, collaborative, and cooperative

Compensation: Competitive and commensurate with qualifications. Benefits negotiable.

Location: USDN has no central office. Employees are generally expected to work from home in self-supplied suitable work environments. Candidates requiring additional workspace accommodations will be considered.

To Apply: Send a cover letter addressing the requirements of the position, resume, and three references to jobs@usdn.org. Applications will be reviewed on a rolling basis until the position is filled.

About Us:

The **Urban Sustainability Directors Network (USDN)**, a project of Global Philanthropy Partnership, is a peer-to-peer network of local government professionals from cities across the United States and Canada dedicated to creating a healthier environment, economic prosperity, and increased social equity. USDN's dynamic network enables sustainability directors and staff to share best practices and accelerate the application of good ideas both between North American cities, and between North America and the rest of the world. www.usdn.org.

The **Carbon Neutral Cities Alliance (CNCA)**, a project of USDN, is a collaboration of global cities committed to reducing GHGs by at least 80% by 2050 or sooner—the most ambitious GHG emission reduction targets undertaken by any cities across the globe. CNCA was created in 2015 as a venue for vanguard cities to work together in practical and mutually beneficial ways to address these significant challenges. By sharing resources and ideas and collaborating on strategic planning issues, CNCA cities can accelerate the process of change in their own cities, make significant progress in meeting their aggressive sustainability goals, develop more rigor and consistency with which these plans are developed, inspire other cities to reach for similarly aggressive goals, help their peers move forward efficiently by providing them with tested, "leading edge" know-how, and garner support among key stakeholders critical to their success. www.carbonneutralcities.org.

Global Philanthropy Partnership is an Equal Opportunity Employer. We are committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.



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