

Princeton University Sustainability Manager Position Description

October 2005

Purpose:

This position is established to monitor and identify means to improve Princeton's commitment to campus sustainability.

Generally, this position will:

- *Advance Princeton's efforts* to become a recognized leader in sustainability.
- *Improve coordination* between various campus sustainability entities and programs, maximizing the efficiency and effectiveness of these efforts.
- *Elevate on and off campus awareness* of existing and developing sustainability initiatives.
- *Facilitate cost savings, fundraising, and grant awards* in the area of sustainability, with the goal of becoming self-supporting within two years.

Position Description:

- This full-time position will report directly to the Director of Engineering in the Facilities Department
- Growth of the office will rely on the Coordinator developing a fully-funded program. This position is currently a two year term position.

Primary Roles:

- *Facilitate and support* the Princeton Environmental Oversight Committee and associated working groups.
- *Coordinate and enhance* diffuse sustainability efforts of staff, faculty, and students.
- *Publicize, promote, and communicate* Princeton's sustainability efforts within and outside the campus community.
- *Educate* staff, faculty, and students on sustainability best practices, providing a central clearing-house of case studies, guidelines, and financial incentives.
- *Educate* non-campus professionals working on campus, as well as the broader society.
- *Publish* a campus sustainability indicators report, analyzing past successes, current efforts, and future focus areas for reducing environmental, social, and economic impacts.
- *Identify and adapt sustainability best practices* from other universities, corporations, and governments.
- *Develop long and short-term strategic plans*, recommending policy and organizational changes needed to advance sustainability initiatives.
- *Provide ongoing financial reporting* on costs and benefits of all programs.
- *Manage the Eco-Rep Program*

Qualifications:

- Related undergraduate degree (masters degree preferred)
- Demonstrated experience and interest in sustainability and sustainability best practices in universities.
- Strong interpersonal and communication skills; ability to work on a team, build coalitions, and communicate effectively with a diverse student, faculty, and staff population. Good public speaking skills.
- Proven leadership skills
- Ability to analyze cost/benefit of future and current programs.
- Ability to understand and synthesize diverse research and outreach initiatives into a cogent whole