

**MIT Environmental Programs Office
Deputy Director, Sustainability Program**

Job Description:

A.) POSITION OVERVIEW STATEMENT: The Deputy Director, Sustainability Program will build, drive, and lead the sustainability agenda required to support MIT's goal to become a leader in environmental excellence among higher education institutions. Oversee the management and implementation of a comprehensive program with the mission to minimize MIT's environmental footprint, support new initiatives for sustainable development, support program integration and collaboration with MIT's research and education programs, and realize meaningful operational cost savings through efficiency programs. Program initiatives would span multiple program areas including, but not limited to: 1. Energy: efficiency, renewables, transportation, green buildings; 2. Chemicals: toxics minimization, pollution prevention; 3. Resources: building practices, material recycling, waste minimization; 4. Systems: tools for measuring, rating and managing environmental performance; 5. Education: student and faculty engagement, research, collaboration; 6. Outreach: engaging internal and external stakeholders.

B.) PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Lead the development and implementation of an environmental stewardship long-term plan which guides overall environmental strategy by prioritizing programs, initiatives and tactics.
- Work closely with other campus stakeholders to ensure that environmental stewardship is integrated and aligned with and supports overall MIT goals. This includes working directly with MIT senior leadership – both in the Academy and Administration – as needed.
- Integrate sustainability values and practices into the Institute's strategic planning processes; the management of its resources and operations; facilities planning and design; its research activities; the curriculum; and the extra-curricular life of MIT.
- Provide visibility to environmental performance by tracking and reporting against key environmental objectives for annual review. Interact regularly with institute administration and faculty leadership.
- Provide sustainability leadership within the local community and in higher education by supporting and engaging in community environmental initiatives.
- Work cross functionally with all departments, labs and centers and related organizations to support development and implementation of sustainability initiatives.
- Develop, refine and implement environmental assessment and/or rating systems that can be applied to the sustainability activities of the Environmental Programs Office.
- Support and work directly with students and faculty interested in doing academic work or projects that focus on campus sustainability issues. The position will assist in coordinating academic work across different administrative and operational departments.
- Develop and execute communications aimed at raising internal and external awareness of and support for campus sustainability programs and activities.
- Other duties as needed or required.

C.) SUPERVISION RECEIVED: Major goals and initiatives defined by the Director, Environmental Health & Safety Programs, and the Managing Director, Environmental Programs and Risk Management, and Senior Counsel. Senior management will periodically review strategic administrative and functional goals. The Deputy Director shares responsibility with the Director, Environmental Health & Safety Programs for overall sustainability program development, program implementation, direction and

coordination of all Sustainability Program activities. In addition, the Deputy Director is responsible for the day-to-day operations of the Sustainability Program, and in the absence of the Director, Environmental Health & Safety Programs, can assume responsibility for functions performed by the Director.

D.) SUPERVISION EXERCISED: Will develop work plans, functionally supervise, and evaluate an EHS Assistant Officer (part time), Sustainability Intern, students engaged in EPO-sponsored projects, and additional staff as the program grows. Will encourage and develop others to take leadership roles within their own areas, and build support and consensus among diverse groups, using both indirect and direct influence.

E.) QUALIFICATIONS/TECHNICAL SKILLS:

- Bachelor's Degree and Master's Degree with minimum 5 years related work experience including work in a university setting. Knowledge of and experience with MIT culture and operations preferable.
- Demonstrated ability to build program vision and implement strategies to achieve institute goals.
- Experience working with diverse local, regional, and national environmental stakeholders including government agencies, non-profit organizations, and businesses.
- Must have a personal passion to drive for and achieve outstanding environmental results.
- Green building, alternative transportation, resource conservation, and recycling program experience.
- A bias for action, an ability to operate and thrive in situations of ambiguity, an attitude in favor of seeking out more to accomplish, an ability and enthusiasm to inspire others to the principles of excellence, quality, strong work ethic, and success.
- A presence, confidence, reassuring and disarming attitude are key behavioral attributes to this position.
- Must be a team-player able to work comfortably and effectively in cross-functional teams with people at all levels of the organization.
- Must have strong interpersonal skills (particularly the ability to work with and influence others).
- Must have excellent oral and written communication skills.
- Must be highly organized and have strong project management skills as well as technical and administrative problem solving skills.