

Director 2

**Yale University  
Sustainability Director Job Description**

Director, Office of Sustainability

Duration: Term – 36 months (12 month renewable)

Schedule: Full time. 40 hours per week. Weekdays M-F, 8:00 a.m.-5:00 p.m.

Salary Grade: 27

**Essential Duties:**

Reporting jointly to the Deputy Provost for Science and Technology and the Associate Vice President for Facilities, and with considerable latitude and independence of action, the Sustainability Director will:

1. Create a strategy to integrate sustainability principles into the operational functions of the university; utilize the University's Advisory Committee on Environmental Management (ACEM), in-house expertise, peer institution practices, literature and conferences to develop ideas to advance Yale's sustainability efforts; evaluate these opportunities for technical feasibility, cost effectiveness, and acceptability by the Yale community; create detailed implementation plans to recommend to University administration; work with units to implement approved project plans; analyze effectiveness and results of projects.
2. Develop and coordinate a process that leads to the creation of sustainability standards and policies that can be implemented at an institutional level. ie. Transportation, Waste Management.
3. Oversee the development and maintenance of multiple campus-wide sustainability committees.
4. Interact with units/departments that have existing sustainability initiatives, e.g., Office of Facilities, Office of Environmental Health and Safety, Procurement to enhance existing efforts by providing suggestions that lead to more sustainable operational systems, to coordinate efforts that exists across units/departments, and to share ideas regarding successful initiatives across units/departments.
5. Provide support to Office o Facilities for the development and implementation of energy and natural resource conservation projects, including energy conservation and green building design. Assist and participate in the selection, management, and review of sustainability analyses conducted by consultants, and including collection of documents and establishment of database of LEED points by category for all projects where sustainability analyses were completed. Monitor and evaluate design, construction, and operations for environmental design practices; facilitate sustainable design charrettes on major construction projects.
6. Establish Yale as a national and international leader in the field of sustainability and higher education at the state, regional, national and international level. Publicize, promote, and communicate Yale's sustainability efforts within and outside of the Yale community. Document progress towards sustainability and promote broader awareness of Yale's environmental efforts and accomplishments. Actively disseminate information on issues of sustainability, especially regarding the environmental impacts of Yale's activities, Yale's sustainability initiatives, and how individual members of the Yale community can make positive contributions. Develop a comprehensive web site for the sustainability initiative. Manage, create materials for, and update ACEM's website.
7. Serve an ex-officio member of ACEM and provide support for the committee's activities including coordinating the monitoring of Yale's sustainability performance (including areas such as energy, materials procurement, materials and water consumption, waste streams (solid, food,

hazardous), recycling percentages, and emissions to land, water, and air); coordination of the Green Fund proposal process.

8. Build involvement and support for sustainability projects among faculty, staff, and students across the entire campus.
9. Identify opportunities for outside grant funding, rebate programs, or other savings programs.
10. Manage staff, student employees, graduate student research assistant and/or environmental items.
11. Perform additional duties as required.
12. Speak at local, regional and international conferences.
13. Develop and teach a course on sustainability and higher education. Coordinate with Yale faculty to integrate sustainability initiatives into their curriculum.
14. Build bridges to academic deans and directors across campus departments.
15. Communicate the sustainability strategy to the President, Officer's and Corporation members.

**Education and Experience:**

1. Bachelor's degree in environmental studies or related degree in architecture, engineering, management or science, with an environmental focus. Preferred: Master's or other advanced degree. [Ph.D. in Natural Resources, Environmental Policy or related field].
2. Minimum of ten years experience implementing environmental or sustainability programs. Minimum of seven years experience in a related field. Preferred: Experience in a university environment or for a non-profit.
3. Preferred: LEED (Leadership in Energy and Environmental Design) Accredited Professional.
4. Leadership experience in environmental initiatives, resource management, and teaching/presenting information.

**Skills and Abilities:**

1. Knowledge of environmental management policies, issues, and initiatives. Experience with energy, water and waste conservation, in buildings. Preferred: Understanding of environmental best practices in universities.
2. Strong interpersonal skills, working with diverse groups of individuals and building partnerships.
3. Strong communication skills including writing and public speaking. Demonstrated ability to communicate clearly.
4. Ability to work independently, to be a team leader and to work as a team member.
5. Demonstrated analytical, problem solving, organizational and management skills with attention to detail and accuracy.
6. Proficiency in MS Word, Excel, PowerPoint, and an ability to learn other software as needed. Preferred: Website management skills.
7. Demonstrated ability to manage and prioritize multiple tasks, and to work with shifting priorities and schedules.

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