Sustainable Development Program Manager

Job Description
A sustainable development program manager oversees an organization’s sustainability efforts by fostering cooperation among internal departments and/or community partners. They may also develop and execute campaigns within their organization to encourage employees to operate sustainably.

Core Tasks
- Managing programs designed to reduce waste or improve energy efficiency
- Oversee creation and distribution of an organization’s annual sustainability report
- Ensure organization meets applicable environmental guidelines and regulations
- Manage administration of agency contracts (often municipal government agencies)
- Train or direct employees to implement sustainable programs/practices

Workplace / Environment
- Work hours
  Approx. 40 hours/week
  (At key milestones overtime work may be required to meet deadlines)
- Environment
  Office Setting is most common
  Sometimes varies depending on the client, vendors, or community partners
- Travel
  Some Travel may be required to meet with clients, vendors, or partners outside of the community

Education / Prerequisites
Education Level
Bachelor's degree in areas environmental science, urban planning and related degrees. (Some postings require master's degrees)

Licensing
May include LEED AP Certificate from U.S. Green Building Council or ESP Certificate from Institute for Sustainable Infrastructure

Pre-Job Preparation
Courses in sciences, economics, and public administration as well as internships in a related field

Experience
Soft skills
- Communication
- Analytical Skills
- Collaboration
- Project Management

Technical skills
- Vary greatly depending on position

Salary
Entry – $53,000
Middle – $85,000
Top – $148,000