



Policy and Communications Manager

Green Building United (GBU) is seeking a Policy and Communications Manager to build on our 20-year history working in the sustainable building and climate resilience movement in the greater Philadelphia region, including the Lehigh Valley and State of Delaware.

Organization Overview

Formed in 2001, GBU's mission is to foster transformative impact in our communities through green building education and advocacy. GBU is a 501c3 nonprofit organization with more than 600 members, and work areas divided among education, policy and advocacy, and strategic initiatives. GBU [is funded](#) through an even mix of memberships and corporate partnerships, major events, and grants and contracts. GBU is governed by [a 20+ person Board of Directors](#) and currently has six full-time staff. GBU's staff works collaboratively and engages frequently with the Board and other volunteers.

Diversity, Equity, and Inclusion

GBU is committed to improving diversity and inclusion across the organization, including at the staff level, and strives to center equity and racial justice in our work. GBU can only realize its mission and goals effectively by achieving greater diversity - whether of race, gender, sexual orientation, or ability - among the stakeholders who inform and engage with our work. GBU crosses different professional disciplines, many of which are not diverse, but we are committed to being a resource within this community, [continuing our anti-racism work](#).

Position Summary

The Policy and Communications Manager will be responsible for leading policy and advocacy work on behalf of the organization including: collaboratively setting the strategic agenda for the organization's policy and advocacy efforts, coordinating the efforts of the Policy and Advocacy Committee, briefing members on current and future legislative opportunities, prioritizing key issue areas for member engagement, communicating to lawmakers the value of green building, and assisting partners in government with the implementation of green building policies.

In addition, the Policy and Communications Manager will help manage narrative building, PR, and strategic communications for the organization. They will work with staff to promote program areas such as the Philadelphia 2030 District, the Housing Equity Repair and Electrification for Climate Justice

(HERE4CJ) Coalition in Philadelphia, the UN Centre for Excellence, and other related education, advocacy, and strategic initiative efforts as needed.

Lastly, the Policy and Communications Manager will support the Executive Director and Development Director with external partner management.

The Policy and Communications Manager will work under the supervision of the Executive Director. All staff work collaboratively with the Board of Directors to achieve GBU's organizational goals, as laid out in the 2019-2021 Strategic Plan, with a focus on maintaining the strength and efficacy of the current policy and strategic initiatives portfolio.

The Policy and Communication Manager's key responsibilities include, but are not limited to, the following:

- Develop and execute policy and implementation strategy for the organization
- Overseeing all internal and external communications – working with and training staff to ensure consistent messaging
- Assist with program implementation

Qualifications

Ideal candidates for this position will share a commitment to sustainability and green building practices and will bring a variety of experiences and attributes to GBU, including:

- Postsecondary degree and 3-5 years of experience or 5-7 years of experience in advancing policy agendas with additional experience in nonprofit communications management or a related field
- Experience in engaging lawmakers and government staff in legislative and policy implementation efforts
- Experience in coalition building and facilitation including – leading and facilitating group meetings and conducting one-on-ones
- Experience with program management including executing grant deliverables and managing stakeholders and staff
- Excellent communications skills and -experience using various communication platforms such as blogging, newsletters, social media, and traditional media
- Demonstrated skill in data analytics
- Experience incorporating the perspectives of multiple communities, including communities of color, in the consideration of impacts and outcomes of a decision-making process
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities
- Preferred: Familiarity with sustainability, and climate resilience concepts

Skills and Abilities

- Self-directed team player
- Excellent written and verbal communications skills including public speaking
- Ability to work with a diverse group of stakeholders toward a shared vision

- Ability to flex communication style to multiple cultural environments
- Creativity and enthusiasm
- Strong attention to detail and deadlines
- Ability to work independently and in collaboration with staff, Board, and other volunteer stakeholders
- Excellent problem solver
- Ability to analyze existing strategy and provide recommendations for improvements
- Enthusiasm for GBU's mission

Compensation and Benefits

This is a full-time position that offers competitive compensation commensurate with qualifications and experience, and excellent benefits including: health, dental, and vision, a 401k plan, commuter benefits, and access to a flexible spending account to pay for medical and dependent care expenses pre-tax. In addition, GBU offers paid time off and paid professional development opportunities. Starting salary is \$60,000 - \$72,000.

Email your resume and cover letter to jobs@greenbuildingunited.org with the subject line "Policy and Communications Manager." Applications will be considered until the position is filled.

Green Building United is an equal opportunity employer.