



Sustainable Communities Program Manager

Green Building United (GBU) is seeking a Sustainable Communities Program Manager to build on our 20-year history of working in the sustainable building and climate resilience movement and support new and existing climate focused programs in the Philadelphia region.

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 working towards a healthy, resilient, and thriving built environment for all, 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 has seven full-time staff. GBU's staff works collaboratively and engages frequently with the Board and other volunteers throughout Philadelphia and the surrounding counties, the Lehigh Valley, and Delaware.

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 new Sustainable Places Program Manager will lead GBU's participation in the Housing, Equity, Repair, and Electrification for Climate Justice (HERE4CJ) coalition, assist in the implementation of the Climate Ready Community Partnership, a new initiative between GBU and the William Penn Foundation, support City of Philadelphia's Energy Benchmarking Program, and assist in other programs as needed.

Roles and responsibilities

- Serve as day-to-day manager of HERE4CJ coalition, working closely with the Sierra Club of Pennsylvania and Coalition members to organize and facilitate meetings, identify and advance coalition priorities, and connection HERE4CJ's work to GBU and regional partners;

- Manage and update large datasets related to building performance metrics and ability to perform data quality checks;
- Handle all communications and outreach relating to the City of Philadelphia's Benchmarking policy and compliance;
- Provide technical support and assistance for Energy Benchmarking program;
- Assist in scheduling and outreach for Climate Ready Community Partnership with possibility to assist in providing research and recommendations for discrete sustainability and resilience related projects

Skills & Qualifications

The desired candidate will have a bachelor or master's degree related to sustainability, urban planning, data analysis, building design/architecture, energy management, or similar background or commensurate experience, and will have skills and/or experience in the following areas:

- Microsoft Excel – including data management/cleaning, analysis, and macro scripting
- Experience with data analysis for annual reports and visualizations
- Experience managing or working on programs or projects related to climate change adaptation, sustainability, environmental planning, etc.
- Experience drafting large scale communications and/or visual announcements for public facing communications.
- Experience planning educational events and collaborating with multiple partners to bring programs and events to fruition
- Experience with data automation processes, RStudio, and ArcGIS is a plus
- Current LEED Green Associate or ability to obtain credential within first year of job encouraged

Interested candidates should send a Resume and Cover letter to Sophia Winston at swinston@greenbuildingunited.org. The position will be posted until filled and the targeted compensation range is between \$55,000 - \$65,000. Note: This position is currently grant-funded for 18 months, with renewal contingent on available funding.