



# Dartmouth College

**Title:** Sustainability Director  
**Department:** FOM Administration  
**Reports to:** Vice President

**Position #:** 1010632  
**Category:** Exempt  
**Level:** PDL C  
**Date:** May 2010

## Position Purpose

The Sustainability Director is a senior position in the Dartmouth administration, charged with linking the three areas of faculty research, student activism, and staff campus operations. The Director will lead, under the guidance of the Provost and a faculty advisory committee, the development of Dartmouth's sustainability strategy and implementation, integrating sustainable principles and practices into the operations and culture of the institution. The Director will lead the communication effort, with the help of colleagues, faculty and students, to make Dartmouth "the greenest campus in the country". The Director will evaluate opportunities for feasibility, cost effectiveness, and acceptability by the Dartmouth community; create implementation plans; help implement approved plans; and assess their effectiveness. The Director will work with students and colleagues to build support and understanding of sustainability projects and issues.

## Key Accountabilities

### *Project Planning and Administration*

- Guides the development of Dartmouth's strategic sustainability planning, with particular focus on bringing together the broad array of Dartmouth's sustainability interest groups.
- Provides decision-makers with rigorous data and analysis on issues and initiatives that will promote sustainability at Dartmouth.
- Leads the development of communications strategy, writes and prepares presentations for multiple audiences. Ensures that Dartmouth provides sustainability leadership within the local community, the Ivy League, and in U.S. higher education. Increases awareness of Dartmouth's sustainability initiatives, and works with the Public Affairs Office in this regard, Maintain the sustainability web page.
- Represents the Dartmouth sustainability agenda to community, local, state and federal agencies; institutions, advocacy groups and others as appropriate.
- Utilizes the in-house expertise, Resource Working Group (RWG), peer institution practices, literature and conferences to develop ideas to promote Dartmouth's sustainability efforts. Enhances the existing sustainability efforts in departments by providing suggestions, sharing information about successful initiatives, coordinating communication.
- Identifies desirable sustainability projects, and assess the cost effectiveness, technical feasibility and acceptability by the Dartmouth community.
- Creates detailed implementation plans to present to the College administration; works with departments to implement approved project plans; analyzes and reports the effectiveness and results of projects.
- Oversee and expand the sustainability indicators report. This includes an annual carbon audit and calculation of Dartmouth's carbon footprint.

- Develops and coordinates a process that leads to the creation of sustainability standards and polices that can be implemented at an institutional level. i.e. waste management, purchasing.
- Leads the effort to build involvement and support for sustainability projects among students, faculty and staff. Provides support for student environmental groups. Meets regularly with student environmental leaders.
- Identifies and pursues grant funding, rebate programs, or other savings programs. Supports Dartmouth's Development office in fund-raising efforts. Maintains relations with donors who have funded, or will fund, Dartmouth's sustainability efforts.
- Manages staff including the Assistant Sustainability Program Manager and the Presidential Sustainability and Campus Planning Fellow.

*Performs other duties assigned.*

### Position Requirements

<b>• Skills &amp; Knowledge</b>	<b>• Experience</b>	<b>• Education</b>
<ul style="list-style-type: none"> <li>• Knowledge of environmental management policies, issues initiatives, and sustainability best practices.</li> <li>• Strong interpersonal, political, and communication skills. Must be able to work with diverse groups of individuals and build partnerships.</li> <li>• Strong analytical and planning skills necessary; technical skills a plus.</li> <li>• Ability to work both as a team leader and member, and independently.</li> <li>• Knowledge of higher education administration and issues a plus.</li> <li>• Proficiency in Word, Excel, Power Point. Website management experience preferred.</li> <li>• Demonstrated ability to manage and prioritize multiple tasks and to work with shifting priorities and schedules.</li> </ul>	<ul style="list-style-type: none"> <li>• At least five years experience implementing environmental or sustainability programs.</li> <li>• Experience in strategic planning, project management, team management, partnership building, and marketing.</li> <li>• Higher education experience preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree.</li> <li>• Master's or other advanced degree preferred.</li> </ul>