Job Description: Cincinnati 2030 District Director

Green Umbrella seeks a dynamic, connected, detail-oriented person to launch and lead the Cincinnati 2030 District. In this role, you’ll get to bring into being and steward into sustainability a collaborative effort to create a network of healthy, high-performing buildings starting in Cincinnati’s central business district. You’ll recruit property owners to commit to the goals of the District and support them as they implement innovative solutions that will lead to cost savings, healthier buildings and a more livable, desirable city. You will be part of the story that builds Cincinnati’s sustainability brand, which in turn attracts and retains a high caliber workforce, new entrepreneurial talent and strong economic development.

2030 Districts are a national model for urban sustainability made up of property owners who commit to reducing their buildings’ energy use, water consumption and transportation emissions by the year 2030. Cincinnati’s District will also add a building health component, which will be further defined in the coming year.

The 2030 District is a new initiative of Green Umbrella with funding secured through June 2020. Part of the Director’s role is to establish ongoing revenue streams that would ensure the long-term viability of the District. This full-time position starts in fall 2018 and reports to Green Umbrella’s Executive Director (ED). The Director will have work space in the Green Umbrella (GU) office in Madisonville and in a shared space downtown, and will frequently attend meetings with high-level business and community partners.

About Green Umbrella

Green Umbrella envisions our region as one of the nation’s top ten most sustainable metro areas by 2020. We facilitate collaboration among over 200 area non-profits, businesses, educational institutions, and governmental entities around environmental sustainability. We utilize the Collective Impact model, which teaches that success requires having a common agenda, using a shared measurement system, supporting mutually-reinforcing activities, and maintaining continuous communication. Green Umbrella is launching the 2030 District to encourage innovative collaboration between business and other sectors, which will decrease the environmental impact of the built environment, a priority of the 2018 Green Cincinnati Plan.

Primary Responsibilities

The Director of the Cincinnati 2030 District is responsible for managing the Cincinnati 2030 District initiative, including the recruitment of Members and Partners, administration of programs, dissemination of District achievements and long-term financial sustainability of the District. He/she will be supported by the 2030 Advisory Council and Green Umbrella core staff and Board of Directors.

Engage the District Community

- Set and achieve annual recruitment goals for Member commitment and participation, starting with 10 Founding Members in 2018 (you’ll be meeting
with major decision makers who own large commercial buildings... Cincinnati's flagship corporations and real estate companies)

- Develop, cultivate and maintain strong, supportive relationships with District Members which ensures ongoing, active participation
- Engage Advisory Council Members to match their skills and interests with the needs of the initiative and its Members and Partners
- Promote, coordinate and develop active and broad participation by other volunteers and partners in rewarding ways which advances the work of the organization and community-wide understanding
- Maintain an effective relationship with Architecture 2030 (National and District Network), including participating in required and relevant events and meeting reporting requirements

**Track Progress towards Goals**

- Develop and maintain an online dashboard to track district progress in meeting energy, water, health, and transportation targets.
- Ensure that all building owners are supported in reporting accurate and timely data to ENERGY STAR Portfolio Manager and other online tools; provide analyzed reports back to district members
- Develop and implement metrics not yet addressed by Portfolio Manager (transportation, health etc.)
- Regularly analyze the energy, water, health, and transportation metrics of Members and use these analyses to inform long-range strategy
- Develop and deliver relevant, quality programs and resources
- Oversee hiring, supervision and evaluation of interns and contractors to assist with metrics, programs and services

**Find the Resources to Run and Grow the District**

- Find, obtain, cultivate, and sustain funding streams (including sponsors, Professional Partners, grants...) that support the initiative's annual financial operating requirements and advance financial sustainability for Green Umbrella (with support from ED)
- Manage commitments and reporting attached to funding

**Get the Word Out**

- Collaborate with GU's Communications & Membership Coordinator and Director of Public Engagement to lead marketing initiatives and public relations communications in a manner which furthers the cause of the District and raises visibility, credibility and relevance of Green Umbrella across the community
- Identify and lead governmental and public advocacy opportunities which advance the objectives of the District

**Qualifications**

This is an outstanding opportunity to play a critical role in improving the sustainability of the Greater Cincinnati region. Therefore, first and foremost, the Coordinator must be committed to the mission of Green Umbrella, 2030 Districts and the Collective Impact model. Additionally, the successful candidate will be able to demonstrate:
Required of Applicants:
- Undergraduate degree
- Minimum five years of business, government and/or nonprofit experience
- Demonstrated self-direction and ability to work independently
- Experience developing collaborative and engaging networks
- Knowledge in Energy Management, Energy Audit, Energy Star and/or Energy Consulting, Transportation Planning and Healthy Building Design/Practices
- Strong written and verbal communication skills
- Effective in grant-writing and fundraising
- Skilled at making a pitch

Preferred of Applicants:
- Graduate degree in a relevant field
- Lead involvement in launching a start-up
- Dynamic public speaking presence
- Proven experience in sales, membership, sponsorship and/or donation solicitation
- One or more of the following accreditations: LEED GA, LEED AP, CEM (Certified Energy Manager), CEA (Certified Energy Auditor), BEAP (Building Energy Assessment Professional), WELL AP, LFA

Description of Salary & Benefits
- Anticipated annual salary of $52,000 to $68,000, commensurate with experience
- Eleven (11) paid holidays annually
- Accrual of twelve (12) vacation days in first year of employment (increases with tenure at organization)
- Accrual of ten (10) sick days annually
- Flex-time policy for overtime hours
- Health Insurance: Currently 50% of health insurance premium cost for full-time employees is covered by GU (no wait period), spouse/family health insurance is offered, employee pays full cost.
- Other worksite wellness initiatives as announced

To Apply
Interested candidates should submit a cover letter, resume, and three (3) professional references as one PDF attachment by 5:00 PM on Monday, October 1, 2018 to jobs@greenumbrella.org. Address cover letter to Ryan Mooney-Bullock, Executive Director. No phone calls please.

GREEN UMBRELLA IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY AT ALL LEVELS OF ITS WORKFORCE.