**Logo, company name

Description automatically generatedSustainability, Energy, and Environment Program Director**

**Boston Public Schools**

**2023**

**REPORTS TO:** Assistant Director of Building Services, Facilities Management

**POSITION PURPOSE**

The City of Boston and Boston Public Schools have established themselves as environmental leaders by establishing aggressive policies and goals to improve the efficiency, health and sustainability of the school district. The Sustainability, Energy, and Environment Program Director at Boston Public Schools is responsible for working across BPS departments and functions to lead the District in this work and ultimately build a culture of sustainability throughout the organization. The Sustainability, Energy, and Environment Program Director will provide strategic direction and implementation support to district administration as well as school sites to improve and expand upon initiatives in the areas of water, zero waste, climate and energy, green buildings, environment, health, and safety, outdoor education, and sustainability engagement.

The Sustainability, Energy, and Environment Program Director resides in the Facilities Management

Department within the Operations Division of the Boston Public Schools, reporting to the Assistant Director of Building Services, Facilities Management. The Sustainability, Energy, and Environment Program Director is responsible for all components of the BPS Sustainability, Energy, and Environment Program. The position will serve in a Midlevel role within Facilities Management.

**RESPONSIBILITIES:**

* Lead the effort to create a sustainability vision for the District.
* Develop sustainability design guidelines, project goals, objectives, initiatives, or strategies in collaboration with district departments and city agencies such as BPS Facilities Management; Capital Projects; Technology; Health & Wellness; Food and Nutrition Services; Transportation; Energy, Environment & Open Space; Public Works; etc.
* Support school leaders, teachers, and students in the implementation of green school projects and initiatives.
* Foster a culture of sustainability through ongoing organizational communications and education.
* Manage green school communications including updating the bostongreenschools.org website and work with BPS and City of Boston communications departments to share stories.
* Serve as the central point of contact for any and all inquiries on the subject of BPS Sustainability. Evaluate green school programming and event requests from schools and community partners. Provide or leverage support to programs if they align with the district’s or City’s environmental goals.
* Supervise the Sustainability Division (3 FTE), Energy Division, (4 FTE), and Environmental Division (6 FTE).
* Serve on the Facilities Management leadership team.
* Responsible for leading budget and finance management for Sustainability, Energy, and Environment Program.
* Liaise with the City of Boston officials and staff to promote the Mayor’s Green New Deal, among other green school and climate efforts that are on the Mayor’s agenda.
* Write grant applications, rebate applications or project proposals to secure funding for initiatives such as green school building construction and modernization, renewable energy systems, energy conservation, recycling, sustainability curriculum or green job training.
* Facilities and manage related contracts.
* Coordinate the hiring and selection process, as well as ongoing supervision of Sustainability, Energy, and Environment staff, Green School interns, or related volunteers.
* Build effective partnerships with external organizations to support sustainability efforts.
* Represent BPS at trainings, events, conferences, media opportunities, green school networks, etc.
* Using current technology, direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondences and files related to assigned projects.

**EXPERIENCE / SKILLS**

**Education & Experience**

Any combination equivalent to:

* Bachelor's degree in Environmental Planning/Policy, organizational sustainability, environmental studies, architecture, mechanical or electrical engineering, energy or facilities management, or a related field
* At least 5-10 years of professional experience in green school programming, green building, energy efficiency, renewable energy, energy management, or sustainability fields.
* Experience working in an educational setting, especially with children.
* Experience with budget and financial management.
* Experience using computers, Microsoft Office suite, Google Drive suite, and electronic

communications tools.

* Experience with management of small and large projects, including fundraising,

managing budgets and timelines, coordinating with stakeholders, and reporting on project

results.

* Extensive experience initiating and managing relationships with various partners in the

private and public sectors.

* Current authorization to work in the United States.
* An understanding of and commitment to gain greater understanding of what is necessary

for an urban school system to enjoy continuous improvement in an increasingly complex

and competitive environment.

* A deeply held and unyielding belief in the overarching mission of public education.

Accreditation in one or more of the following or ability to achieve certification within 120 days of employment:

* Certified Green Building Engineer (GBE), Leadership in Energy and Environmental Design (LEED), Certified Energy Manager (CEM), Certified Business Energy Professional (BEP), or equivalent professional designation.

**Skills**

* Working knowledge of waste management, energy efficiency, renewable energy systems, green landscaping, water quality, water management, healthy school environment, and green building design.
* Deep understanding of sustainability and climate issues, especially in building design, construction, and operations.
* Understanding of behavior change strategies, social marketing approaches, and systems thinking applications.
* Ability to prepare written and oral reports and public presentations.
* Ability to initiate, manage, and complete small and large facilities and sustainability
* projects.
* Experience with budget and finance management.
* Experience with grant writing and grant management.
* Experience using Microsoft Office suite, online survey tools, and social media platforms.
* Experience with management of small and large projects, including fundraising, managing budgets and timelines, and reporting on project results.
* Extensive experience initiating and managing relationships with various partners in the private and public sectors.
* Experience managing and supervising full time staff, interns, volunteers, or staff on short or long term projects.
* Self-motivated with strong organizational, facilitation, and multitasking skills.
* Strong interpersonal skills. Committed team player with consensus-building approach.
* Must possess a valid driver’s license and have daily availability of an automobile for
* travel to assigned schools.
* Occasional weekend and evening work may be required.

TERMS:

Managerial Tier D

Central Office - 1.0 FTE

Central Office - Facilities

**SUMMARY OF STAFF ROLE AND IMPACT MARCH 2017-MAY 2022:**

* Provide district wide (132 buildings/125 schools) strategic planning, policy direction, advocacy, implementation, budgeting, fundraising, reporting, and communications for water, zero waste, climate and energy, green buildings, environment, health and safety (EH&S), outdoor teaching and learning, and sustainability engagement.
* Support school leaders, teachers, and students in the implementation of green school projects and initiatives.
* Serve on the Facilities Management leadership team. Partner internally with the Planning & Engineering and Building Services Divisions, and districtwide with the Academics & Professional Learning, Communications, Equity, Food & Nutrition Services, Health and Wellness, and Transportation Departments, and Superintendent’s Office.
* Supervising Manager for 9 FTE: Energy and Environmental Divisions, and Water & Sustainability Project Manager. (Currently 11 FTE; added the Zero Waste & Sustainability Project Manager and Outdoor Teaching & Learning Manager)
* Responsible for a $23.8M budget, covering utilities, EH&S, recycling, outdoor classrooms, and water. Due to fiduciary skills, entrusted with the annual budget submission process for the entire Building Services Division.
* Expanded BPS Sustainability Division’s scope and influence across all 125 BPS schools:
  + Added 2 FTE (EH&S and Water), with an additional 4 FTE (EH&S, Zero Waste, and Outdoor Teaching & Learning) committed for FY23.
  + Activated 20 new school gardens; led volunteers and garden partners CitySprouts and Green City Growers through the maintenance of 40 school gardens April 2020-October 2020, donating 1450+ lbs of produce to Boston families impacted by COVID-19 and ensuring gardens were ready for teachers and students upon schools reopening.
  + Installed 6,019 recycling bins and carts, 15 textiles recycling bins, 40 custom hand dryers, and 4,000 zero waste signs across the district.
  + Secured $2.18M annual Environment, Health and Safety budget.
  + Secured $10.34M City of Boston capital funds and a $6.215M U.S. EPA grant to improve drinking water access - installing and testing 1400 new filtered bottle refill stations across the district and moving BPS away from bottled water.
  + Secured $6.7M in ESSER funds to install and monitor ~4300 Indoor Air Quality sensors.
  + Secured BuildBPS green design guidelines for new schools and major renovations
  + In partnership with BPS STEM and Science Departments, secured $3.3M in ESSER funds for:
    - $1.5M in FY23 for 23 of our existing school gardens and 23 new gardens, all with regular maintenance and education from Green City Growers and City Sprouts; "Rights of Passage" trips for 1100 7th graders to Thompson Island, Hale Reservation, and Boston Nature Center; stipends for OTL teacher champions and OTL materials budgets to support our other ~30 existing school gardens; OTL professional development and curriculum design for teachers.
    - $1.5M in FY24 to repeat or expand.
    - $300,000 for our first ever maintenance budget for the 40 outdoor classrooms
  + Piloted student programs for Center for Green Schools, Excel Hand Dryer, and the City of Boston Environment Department.
* Developed <https://bostongreenschools.org> as a BPS Green Schools resource hub for the BPS community.
* Led Facilities efforts to research, implement, and comply with federal, state, and local COVID-19 guidance for schools, particularly around PPE, cleaning and disinfecting, and indoor air quality, ventilation, and ACH testing.

**GRANTS AND CONTRACTS**

* $5,000/year & education support for 5 years, Jet-A-Way/BPS contract funds for BPS Recycling (2021); $10,000/year from BPS for zero waste equipment
* $6.215M U.S. EPA Grant - Reduction in Lead Exposure Via Drinking Water for BPS (2020)
* $10,000 Schneider Electric and ENE Grant for BPS Gardens (2020)
* $100,000 USDA Farm to School Implementation Grant for Green City Growers and BPS (2019)
* $10,000/year for 3 years, Capitol Waste Services, Inc./BPS contract funds for BPS Recycling (2018)

**HONORS AND AWARDS**

* 2022 meeting with the White House’s Office of Science and Technology Policy to discuss Indoor Air Quality and Ventilation efforts during the pandemic, particularly the new Indoor Air Quality Sensor Initiative. Presented internally to the U.S. EPA in April 2022 and will present on a public webinar in May 2022.
* 2021 Secretary's Award for Excellence in Energy and Environmental Education from the MA Executive Office of Energy Environmental Affairs
* 2019-2020 Center for Green Schools School District Scholarship ($20,000)
* 2019 U.S. Department of Education Green Ribbon Schools Award for Boston Green Academy
* 2019 Mayor's Greenovate Boston Award for Climate Leadership
* 2018 Public Water System Awards: STAR L Award