



# EcoDistricts

## POSITION OPENING

## Program Manager | EcoDistricts Accelerator

SALARY:	\$45,000 - \$65,000
JOB STATUS:	EXEMPT
FTE STATUS:	FULL TIME
LOCATION:	FLEXIBLE

## BACKGROUND

The EcoDistricts Accelerator Program Manager supports the implementation of the EcoDistricts Accelerator, a peer learning and capacity building program to advance catalytic urban and community development projects. The position has three key responsibilities: 1) program and client management – including project scoping, work plan development and tracking, and budget management; 2) program implementation – including delivering workshops, peer learning events and training and providing direct technical assistance; and 3) research and report development – including the writing of white papers, case studies, reports and articles. The position requires strong business development acumen, effective project and client management skills, excellent communications and research and writing capabilities, and the ability to travel frequently. The position reports to the Director of Advisory Services.

## DUTIES & RESPONSIBILITIES

### Project Management

- Support the implementation of the EcoDistricts Accelerator program. This includes developing and managing work plans, conducting project assessment and intake, developing scopes of work (SOW), managing client relations, tracking budgets, and completing deliverables
- Prepare background materials, slide decks and other content for workshops, events, direct technical assistance and presentations
- Develop content for the EcoDistricts Information Exchange, including case studies, white papers, and research reports
- social media and blog posts to highlight stories from the EcoDistricts Accelerator
- Support development of annual work plans, budgets and business development strategy
- Support the preparation of relevant material for Board meetings and other key stakeholder meetings

### Business Development

- Support the Directors in the development of proposals for a range of prospective clients including cities, redevelopment authorities, developers, and foundations
- Represent EcoDistricts at conferences and other events to promote the organization and solicit new work, including developing and delivering presentations
- Receive calls, inquiries and interests from prospective districts who are considering engagement with EcoDistricts and effectively direct them to the appropriate point of entry

### Convening & Workshops

- Support the production and delivery of workshops and events, including the annual Incubator, EcoDistricts Summit and the District Energy + Water Academy
- Create relevant resources and materials for workshops and events

### Communications + Storytelling

- Develop editorials, blog post, and social media stories to highlight Accelerator projects and leaders, important trends, and best practices
- Curate district and neighborhood-scale best practices, Accelerator case studies, reports, and articles for the EcoDistricts Information Exchange (including audio and video content)
- Perform communications tasks in accordance with EcoDistricts editorial calendar

## **SKILLS & QUALIFICATIONS**

- Bachelors or master's degree in public policy, urban planning, architecture, engineering, sustainability, real estate, public administration, business or related field or equivalent experience
- At least 3-5 years professional work experience in program delivery or consulting services
- Familiarity with district scale, community development strategies and sustainability performance rating tools (e.g. LEED ND, STAR, SITES, Envision, Living Community Challenge)
- Strong familiarity with principles of urban and district scale equitable and sustainable development best practices; in the areas of community development, social and environmental justice, racial and social equity, green building, public health, and energy and climate policy, etc.
- Experience working with cities, private sector, nonprofit and / or community-based organizations
- Strong research and writing experience – including the preparation succinct reports and presentations (i.e. case studies, white papers, analysis, planning reports) in the areas of urban and community development and public policy
- Demonstrated communication skills – including writing, listening, and oral communication of complex concepts to diverse audiences
- Exceptional interpersonal and client management skills

- Ability to work independently in fast-paced, dynamic environment, prioritizing workload to meet deadlines
- Strong knowledge of program design and content development
- Outstanding organization, business fundamentals and project management skills
- Deadline oriented and creative problem solver
- Ability to work cooperatively with wide range of personalities – including staff and volunteers
- Exceptional work ethic and strong integrity
- Computer and software proficiency with Salesforce, Word, PowerPoint, Excel, Adobe InDesign, etc.
- Willingness to travel
- Ability to work overtime as needed
- Requires an understanding of, and a commitment to advancing the mission and core values of EcoDistricts, including acquiring and maintaining active EcoDistricts accreditation

## TO APPLY

This position is open to all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, marital status, or status as a covered veteran. We strongly encourage people of color to apply. EcoDistricts provides full medical, dental, and retirement benefits. Send cover letter, writing sample, and resume to [angie@ecodistricts.org](mailto:angie@ecodistricts.org) with “EcoDistricts Accelerator Program Manager” in the subject line. Application due: 5PM PST, January 26, 2018.

## ABOUT ECODISTRICTS

EcoDistricts is a dynamic and entrepreneurial nonprofit organization dedicated to just, sustainable and resilient cities and neighborhoods for all. EcoDistricts provides support and leadership for urban and community development practitioners and innovators to accelerate sustainable district and neighborhood scale sustainability.

EcoDistricts employs a collaborative, team based approach through staff developed, mutually agreed upon core values. EcoDistricts supports a healthy work-life balance and recognizes that there are tangible benefits from supporting flexible working practices and assisting employees to achieve a balance in their work commitments and their life outside

ECODISTRICTS IS AN EQUAL OPPORTUNITY EMPLOYER  
WE STRONGLY ENCOURAGE PEOPLE OF COLOR TO APPLY.