

EMERGING
LANSING
2030
DISTRICT

Job Posting: Program Manager

Company: U.S. Green Building Council of West Michigan (USGBC-WM)

Job Type: Contract

Location: Lansing, MI, Remote

Reports to: Senior Program Manager/Program Director

Deadline to apply: Friday, July 19, 2024 by 12:00pm

Contract amount: \$30,000 annually

Expected work: part-time, available during business hours

Length of contract: 1 year

[About The U.S. Green Building Council of West Michigan](#)

Since 2004, our mission has been to educate and advocate for the equitable design & operation of buildings that improve the quality of life, health, and vitality of our community. We accomplish this work through our cornerstone programs Michigan Battle of the Buildings and the [Grand Rapids 2030 District](#), as well as key community projects such as E.H.Zero. Whether it is energy reduction efforts, decarbonizing our cities, or promoting green building certification, we are here to promote community vibrancy and help West Michigan shine as a leader in a healthy, green future.

[About the Position:](#)

The U.S. Green Building Council of West Michigan (USGBC-WM) is seeking a contracted Program Manager to launch the emerging Lansing 2030 District. The ideal candidate is a self-motivated natural leader who thrives on networking and communication. The right person will be an effective communicator who will regularly engage with building owners, local government, stakeholders, and the diverse Lansing community. The Program Manager will be responsible for meeting program deliverables as detailed in the final contract. The candidate will be responsible for developing and sustaining the long-term success of the Lansing 2030 District, all while serving the overall goals and mission of USGBC-WM.

Program Manager Responsibilities:

- Organize and lead the development and execution of the Lansing 2030 District, educational events, tools, and resources to advance the district mission
- Cultivate and maintain stakeholder relationships, partnerships, and connections with industry players and organizations.
- Work closely with USGBC-WM, the City of Lansing, the Lansing Board of Water and Light, EGLE, and future stakeholders.
- Lead a team of volunteers and stakeholders & establish cooperative working relationships
- Identify funding opportunities including grants and sponsorships that will sustain the Lansing 2030 District
- Map out opportunities for strategy discussions and intersectionality between different stakeholder groups working on complementary goals.
- Serve as a local thought leader (internal & external); be highly informed on industry trends on such topics as net-zero energy, carbon-neutral buildings, policies, electrification, decarbonization, building grid integration, and others.
- Contribute to the organizational structures and processes that advance the organization's mission and vision.
- Represent the organization at local events, comfortable with and effective at public speaking
- Manage Interns and provide guidance and mentorship

Program Manager Competencies:

- **Leadership:** Strong leadership will facilitate the vision of the program's goals. This work will require the ability to collaborate with many people from diverse experiences, backgrounds, and perspectives.
- **Industry Knowledge:** Experience in energy efficiency, renewable energy, and carbon as it pertains to the built environment.
- **Project & Time Management:** There will be a variety of program elements, goals, and deliverables that you and the Lansing 2030 District Advisory Council will develop. An iterative process of leadership will require flexibility, planning, and strong organizational skills.
- **Equity:** A strong commitment to racial, social, environmental, and economic justice is strongly recommended to be successful in this position.
- **Communication:** Clear, consistent communication including focusing on all communication styles, public speaking demands, and informing, sharing, and reflecting to the Lansing community and 2030 leadership.

Program Manager Required Qualifications:

- Proficient in Google Suite and Microsoft platforms
- Excellent problem-solving and decision-making skills
- Highly organized with attention to detail
- Experience and passion for sustainability and resource conservation

Program Manager Preferred Qualifications

- Fluent in Spanish is a plus
- Certified Energy Manager or prior energy training a plus

The USGBC-WM has a physical office in downtown Grand Rapids and supports remote work. To apply, please send your cover letter, resume, and examples of prior applicable work to admin@usgbcwm.org with the subject titled “[Your Name] Lansing Program Manager Position”.



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