Director of Sustainability

Wofford College invites applications for a director of sustainability. Reporting to the associate provost for administration, the director of sustainability provides leadership in the development, implementation, evaluation and further improvement of sustainability programs and activities at Wofford College. The position, funded initially through the Milliken Sustainability Initiative, will lead to lasting sustainability-related changes across the campus. This position and the changes it promotes will affect the entire Wofford community. The director of sustainability will work in concert with the president’s committee on sustainability, the student-run Sustainability Club, as well as other campus constituents.

The director of sustainability is a full-time, exempt position. The normal college hours are 8:30 a.m. to 5 p.m. Monday through Friday, and the minimal work hours expected are 40 hours per week. Contingent on events and activities, occasional evenings and weekends will be required.

RESPONSIBILITIES:
Promote a sustainable campus culture

- Monitor environmental performance
  - Manage, administer, and maintain the campus Energy Dashboard.
  - Develop improvements to the metering and monitoring system.
  - Analyze campus energy consumption and cost.
- Work with diverse campus leaders and stakeholders to develop and implement a master plan for campus sustainability with the aim of creating a zero-waste and carbon-neutral campus.
- Develop, manage, implement and improve sustainability-related programming and activities in partnership with the campus community (including Student Life, Academic Affairs, Facilities, Athletics, the Career Center and the Office of Marketing and Communications) to enhance the impact of the Milliken Sustainability Initiative, for example:
  - Energy and recycling challenges.
  - Development, implementation and management of a green dorm orientation and residential advisor program.
  - Campus events to promote sustainable thinking (inviting speakers, holding workshops for members of the campus community).
  - Orientation and First-Year Initiative (FYI) educational materials.
  - Work with Facilities staff on the improvement and coordination of campus recycling and waste minimization efforts.
- Supervise on-campus student interns working with Facilities staff to monitor, report and improve environmental performance.
- Work with Facilities Department office manager to:
  - Coordinate energy audits in partnership with Facilities staff.
  - Minimize waste (in collaboration with Food Services and Procurement).
  - Promote water conservation.
  - Track and audit the college’s sustainability measures, including completing the triennial AASHE STARS assessment (or equivalent) in collaboration with campus constituents.
Monitor and evaluate campus sustainability performance, including setting benchmarks and recommending and implementing modifications for improvement.

Complete the annual Greenhouse Gas Inventory (GHG Inventory) as part of the Climate Action Plan in collaboration with student researchers/workers.

- Work with the college’s director of Sponsored Faculty Grants to seek external funding for Wofford’s sustainability initiatives.

Promote sustainability narratives

- Support and communicate with various staff members to help identify and prioritize institutional goals, create student opportunities and expand sustainability reporting.
- Facilitate the participation of students and staff in national sustainability organizations and meetings.
- Develop, coordinate and/or participate in promotional activities such as website management, social media, visual communications, newsletters and other promotional materials and publications.
- Inform campus constituents of connections between campus goods and services and their ultimate sources and end-points (waste streams).

The director of sustainability may, depending on qualifications, also teach one course per semester in Environmental Studies or another college department. The director of sustainability will have an annual budget to spend on programming and sustainability-related events. As a valued staff of the college, the director of sustainability may be assigned to participate in specific projects or perform college service, including participating in college events, committees or working groups as elected, appointed or assigned. Other expectations include, but are not limited to, keeping abreast of current trends, participating in required trainings or seminars, and performing related administrative functions or supports as required.

**REQUIRED QUALIFICATIONS:**

- A B.A. or B.S. in a related field and a minimum of three years’ experience in a related field.
- Working knowledge and understanding of AASHE, its tools and resources.
- Effective use and knowledge of social media platforms.
- Demonstrated ability to collect, analyze and visualize data.
- Effective communication skills (both written and verbal).
- Demonstrated leadership experience.

**PREFERRED QUALIFICATIONS:**

- Demonstrated ability to monitor and manage campus sustainability dashboard software.
- Advanced degree in related field or commensurate work experience.
- Experience or willingness to teach a college-level sustainability course (contingent that the appointee is qualified to teach).
- Demonstrated experience or knowledge of campus sustainability practices, reporting techniques and best practices as they pertain to the pursuit of the goal of attaining a zero-waste campus.
- Demonstrated experience working with or supervising students in sustainability related programming.
- Demonstrated success in implementing sustainability practices.
- Demonstrated ability to lead and work alongside colleagues from a variety of campus departments, organizations and affiliations.
- Experience writing or participating in the writing of external grants.
- Demonstrated proficiency in R, Python or equivalent coding language.

**APPLICATION:**

Application materials must be submitted electronically to SustainabilitySearch@wofford.edu with the subject line “Director of Sustainability Position.” Please send a single PDF file that includes the following:
• A letter of interest explaining how the candidate qualifies for the position.
• A current resume or curriculum vitae.
• A list of three references, including contact information.

For assured consideration, application materials must be received no later than midnight, March 31, 2022.

ABOUT WOFFORD COLLEGE:
Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, South Carolina. It offers 27 major fields of study to a student body of 1,775 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful graduates, Wofford is recognized consistently as a “best value” and for its commitment to student success and accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 19 NCAA Division I athletics teams.

ABOUT SPARTANBURG:
Spartanburg County, the 5th-largest county in South Carolina, is home to nearly 328,000 people and 13 municipalities. The county is unmatched statewide in economic development for new investment and job creation. There are seven colleges or universities in Spartanburg as well as a comprehensive research and teaching hospital. The growing Spartanburg downtown area — with new shops and restaurants, public art and miles of walking and biking trails — is located a few blocks south of Wofford’s campus. To learn more about Spartanburg, visit onespartanburginc.com.

EEO STATEMENT:
Wofford College values diversity within our students, faculty and staff and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the basis of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and local laws. For information about Wofford’s Title IX compliance, visit wofford.edu/administration/title-ix.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.