



BUSINESS COUNCIL ON CLIMATE CHANGE PROGRAM MANAGER

July 7th, 2010

SUMMARY:

Title: Program Manager, Business Council on Climate Change (BC3)

Time/Hours: Full-time

Location: San Francisco, CA

Areas: Non-profit management, public/private partnerships, corporate social responsibility, environmental and climate change policy, event planning, administration.

Overview

The Business Council on Climate Change (BC3), a project of Community Initiatives, is seeking a dynamic, energetic, resourceful and organized candidate to succeed its current Program Manager. The successful candidate will execute and develop the BC3 program in close coordination with the BC3 Advisory Committee. BC3 is a member-led and -funded coalition of Bay Area businesses committed to reducing greenhouse gas (GHG) emissions.

History

In June of 2005, the City and County of San Francisco hosted United Nations World Environment Day, at which time Mayor Gavin Newsom signed on to the UN Global Compact [Cities Program](#). This led to a partnership to promote business sector leadership on climate change, the Business Council on Climate Change. Since the launch of BC3 in 2007, over 100 forward-thinking businesses and partners in the Bay Area have joined BC3 and have committed to taking steps to address their GHG emissions and associated climate change impacts. BC3 holds 501(c)3 non-profit status via a fiscal sponsorship with Community Initiatives, and is currently housed in the San Francisco Department of the Environment.

The Organization

BC3 is a member-driven initiative that enables Bay Area business leaders to share best practices and establish strong relationships in the effort to reduce GHG emissions within their companies. BC3 members are companies ranging in size from global corporations to local small businesses and from industries including health care, hospitality, architecture, and environmental consulting.

BC3 member companies are united by the unique opportunities and constraints they face in the San Francisco Bay Area to reduce their GHG emissions, as well as their strong commitment to take action on climate change **now**, at a scale, pace and method appropriate for their company.

BC3 Members sign on to BC3's "5 Principles on Climate Leadership" as a guiding framework for action (see <https://www.bc3sfbay.org/principles>). As an organization, BC3 is fundamentally a "facilitator," not a "content creator" – we pull expertise from within our network to educate and share solutions on the local level, rather than develop educational content from a staff level.

BC3 aids its members in reducing their GHG emissions, and encourages participation and climate change advocacy as outlined in the 5 principles, through three core strategies:

- **BC3 Events** – 30 annually; panels, workshops, networking events, and full member meetings
- **BC3 Website** – Member profiles, "take action" resources
- **BC3 Relationships** – Member-to-member mentorship, and connections to partners such as local government and non-profits

The Role

The BC3 Program Manager (PM) is the sole paid staff member of the BC3 network. The Program Manager is responsible for all operations, fiscal development, and administration of running the network of 100+ member companies. The PM must excel at working within a limited budget, leveraging relationships and membership resources to execute the BC3 Program. A key focus of the PM is maintaining and increasing membership, engaging members and volunteers around exciting program content, and continually improving BC3's visibility / relationships with climate-focused organizations and local governments in the Bay Area.

Overall policy direction is set by the all-volunteer member BC3 Advisory Committee, which meets monthly with the PM. It is the responsibility of the PM to regularly report progress and vet decisions with the two Advisory Committee Co-Chairs, who serve as direct supervisors, and to engage the overall Advisory Committee members in decision making and policy direction. To provide additional support for the program, the PM will recruit and manage a small team of volunteer interns.

PRIMARY RESPONSIBILITIES:

Candidates must be committed to the mission of BC3 and must understand the evolution, unique professional culture, and direction of the organization. Working closely with members, non-profit and governmental partners, and the Advisory Committee, the Program Manager will be responsible for driving the daily operations of BC3, as well as ensuring organizational growth and development. The Program Manager will answer to the Advisory Committee. Responsibilities include, but are not limited to, the following:

- **EVENTS:** Coordinate, plan and execute 2-3 monthly workshops and panels on climate-related topics relevant to a professional business audience. Additionally, plan and execute bi-monthly networking events and high caliber bi-annual full membership meetings.
- **DEVELOPMENT:** Raise funds required to support the BC3 program: invoice Membership Dues, secure Sponsorships, generate additional opportunities for revenue growth, track finances and regularly report fiscal performance to BC3 Advisory Committee.
- **INTERNAL OPERATIONS:** Work to improve and optimize the BC3 program's internal operations, data management (e.g. membership database), and customer-service experience for members.
- **COMMUNICATIONS:** Improve current communications strategy, building on tools such as social media, Eventbrite invitations, blogging, the BC3 quarterly email newsletter, and advertising.
- **WEBSITE:** Manage and maintain the BC3 website and online member community with current site provider; implement improvements and new features to drive traffic to / interest within the BC3 website.
- **MEMBERSHIP SERVICES:** Work to consistently improve the BC3 member experience; develop relationships and interact with all active members; identify member interests and work to connect members to desired resources or organizations; operate with an "ethic of service."
- **STRATEGIC DIRECTION:** Collaborate with the Advisory Committee to articulate the BC3's vision and goals, develop, and facilitate consensus on, short term and long term ideas and strategies to achieve those goals.
- **PARTNERSHIP DEVELOPMENT:** Identify and build relationships with strategically aligned partners (including non-profits, industry associations and local governments) for the purposes of sharing resources that benefit members.
- **RECRUITMENT:** Recruit new companies and partners to join the BC3 network from diverse industries, sectors, and company sizes.
- **BRAND DEVELOPMENT:** Maintain and increase the profile, reputation, stature, and visibility of the organization in the Bay Area
- **PUBLIC INTERACTION:** Act as spokesperson and advocate for the organization at both BC3 and non-BC3 events.

Qualifications

Qualified candidates must be highly proactive, energetic and driven to achieve exceptional results. Ideal candidates possess knowledge of local environmental / climate change policy, business management, corporate social responsibility and sustainable business practices. Applicant should bring a passion for addressing the global issue of climate change through GHG mitigation and climate adaptation.

Applicants should be comfortable speaking to a range of individuals, from executive business leaders to high-level municipal staff to local non-profit leaders to interns. Candidate should be an articulate and inspirational spokesperson for the organization. Candidate should also be motivated to succeed in the BC3 role based on numerous self-identified personal benefits that this challenging yet exciting opportunity provides: examples include personal professional development, greater fluency with private sector climate strategy, a powerful Bay Area network, and more.

Specific qualifications include:

- A minimum of 3-5 years of non-profit management and/or business experience
- Enthusiastic self-starter who is motivated to push an adolescent organization further
- Strong interpersonal skills including professionalism, flexibility, and the ability to listen, negotiate, and collaborate, always keeping in mind the goals and vision of BC3 and it's members
- Track record of delivering timely results in limited-resource environments
- Ability to manage many simultaneous priorities: exceptional personal organization skills
- Ability to report progress accurately and concisely to individual and group audiences on fiscal, social and organizational criteria using key performance indicators
- Experience in high-caliber event planning and non-profit fundraising
- Project management, intern management, and group facilitation skills
- Exceptional written and oral communication skills, confident public speaker
- Fluency in climate change concepts and solutions, such as carbon accounting, green building, energy efficiency, climate mitigation and adaptation policy, etc
- A degree in business, public policy, environmental sustainability, or a related field
- Understanding of local government practices and Bay Area climate policy desired
- Interest in a 2-year commitment desired

Compensation and Benefits

Salary up to \$60,000 depending on experience, with eligibility for bonus upon completion of set goals. We offer excellent benefits, including full medical, dental and vision, a 401(k) retirement plan and generous insurance plans.

BC3 is a project of Community Initiatives (www.communityin.org). Community Initiatives supports, champions, and provides services to unincorporated nonprofit projects in California that benefit the community.

To Apply

Interested parties should send:

- **Cover letter** – Please include *where* you saw the posting
- **Current resume**

Instructions to submit application:

- Combine cover letter and resume as **single PDF attachment**
- Document titled "FirstLast_BC3ProgramManager2010"
- With the email subject line "BC3 Program Manager Application" to: bc3@bc3sfbay.org

Application Deadline and Interview Timeline

Applications Due: **Friday, July 30th, 5pm PST**

First-round Interviews, Anticipated: **Week of August 2nd & August 9th**

Final Interviews, Anticipated: **Week of August 9th and August 16th**

Expected Start Date: **Early to Mid-September**

An Equal Opportunity Employer – Minorities, Women, & Persons with Disabilities Are Encouraged To Apply