



Organization: Sustainable Connections, www.SustainableConnections.org

Title: Program and Membership Director

Reports to: Executive Director

Location: Bellingham, WA

Term: Full time, permanent

Application Deadline: Open until Filled, Interviews will begin October 5, 2009

Summary: Sustainable Connections is an entrepreneurial non-profit membership organization of 650 local businesses and community leaders working together to transform and model an economy built on sustainable business practices. Sustainable Connections' work has won top praise from Bill McKibben to Paul Hawken to NPR Marketplace, and has catalyzed replication in dozens of North American communities. The opportunity ahead is to drive the Whatcom County business community to be at the leading edge of sustainable business innovation nationally.

Fundamentally, the measure of success for the Program and Membership Director will be an increase in the number and success of local businesses creatively addressing societal and environmental challenges. The right person for this role will be both an experienced manager and a creative "hands-on" implementer with demonstrated experience at 1) conceiving and developing new programs and strategic marketing plans, 2) fundraising and "closing the deal", and 3) staff development. This person will represent Sustainable Connections as one of its lead ambassadors to member businesses, community and national partners, and funders, and will be the right hand to our executive director. As such s(he) must be a strong leader with vision, drive, and a passion for the mission of this organization. Position responsibilities include: entrepreneurial program planning and development, and the management of multiple programs, budgets, contracts, and staff. The Program and Membership Director will report to the Executive Director and supervise three full-time Program Managers and oversee a staff of seven.

Sustainable Connections is a rapidly growing, results-oriented, small team workplace located in downtown Bellingham.

Program Management

- Work with the Executive Director and Program Managers to develop program goals and work plans, ensure the fulfillment of all deliverables, and monitor and report on annual program goals
- Develop and oversee program budgets and cultivate relationships with sponsors, foundation and government contacts, and donors
- Recruit and cultivate targeted business members; keep a finger on the pulse of the membership through meeting with 3-5 members per week; involve local businesses in advisory committees to advance program objectives, and ensure members maximize value from SC programs
- Represent Sustainable Connections as a spokesperson at public events
- Network with regional and national leaders to stay current with emerging trends and best practices and translate new thinking into local programs that inspire continued local business innovation

Program Activities

Conceive, create, and build new programs that engage the Whatcom County business community in catalyzing successful business innovation. Manage existing programs (in collaboration with team and supported by events coordinator and communications manager), including:

- Business Education Programs -
 - Develop theme, agenda, and speaker/sponsor recruitment for the annual Future of Business Conference (with an advisory committee)
 - Develop and monitor implementation of a new Sustainable Business Manager Certificate to be taught through the Whatcom Community College (with an advisory committee)
 - Oversee the development of topics, agendas and speaker/sponsor recruitment for sustainable practices workshops, monthly member lunches, the All Members Annual meeting, new member orientations, and the annual major donor appreciation event "1000s of Thanks"

- Business Peer to Peer Learning -
 - Oversee the development of a new online platform for peer to peer exchange of sustainable business best practices
 - Identify and develop new mechanisms and forum for peer mentoring, and knowledge exchange between members
- Market Development and Promotion of Sustainable Businesses -
 - Lead the marketing strategy for Sustainable Business Practices public campaigns. Sustainable Connections business-led campaigns have resulted in “#1 in the nation” positions on a variety of issues. Next will be an Energy Efficiency Challenge.
 - Ensure consistent and visible recognition of the innovative work of members

Skills & Qualifications

The ideal candidate:

- Has 5+ years staff management experience with a “servant leadership” style that supports strong program managers in doing their best work in a collegial, non-hierarchical organization
- Has great passion for the mission of Sustainable Connections
- Has sales, business development, and/or fundraising experience including cultivating funder or customer relationships
- Is comfortable with ambiguity and has a demonstrated ability to create, build, fund and manage new programs (from scratch)
- Is self-motivated and self-regulated, (a professional who works hard and avoids burn out)
- Excels in a fast-paced, open office environment
- Has experience building and managing significant budgets
- Has experience setting and tracking organizational performance metrics and program goals
- Has excellent inter-personal skills and an energy that attracts others; seeks to find and recognize the best in others, and works well in teams (we have a great team!)
- Has excellent written and oral communication skills, and the ability to represent Sustainable Connections in a professional manner with diverse constituencies
- Has demonstrated strong skills in MS Word, Excel & PowerPoint
- Has at least a Bachelor’s degree
- Is known and regarded in the field of business sustainability

Compensation

This is a full-time salaried position, level depending on experience, with a healthcare stipend and starts with 16 paid time off days. Additional benefits include a great office space, fun and supportive coworkers, a flexible working schedule, and the opportunity to help lead a nationally recognized local business network!

To Apply: Qualified applicants send a cover letter and resume with three references by email to april@sconnect.org.