

**Job Title:** Program Manager, Green Campus Building Service – New Construction

**Department:** Harvard Green Campus Initiative

**Reports To:** Director, Harvard Green Campus Initiative

***Position Summary:***

The Harvard Green Campus Initiative employs a Program Manager for its Green Campus Building Service – New Construction to manage all business within this Program’s portfolio, dealing specifically with new construction at Harvard.

***Duties and Responsibilities:***

The Program Manager, High Performance Building Service – New Construction reports to the Director, Harvard Green Campus Initiative (HGCI). GCBS-NC Program Manager works with a variety of clients throughout the University to provide the High Performance Building Services.

Additionally, the Program Manager’s activities include:

- Working with HGCI Director to develop and refine all services and to generate and secure client base;
- Overseeing web and newsletter communications to cultivate continual interest in Program Services from current and potential clients;
- Responsible for hiring and directly supervising and providing direction to 1 FTE - GCBS-NC Project Coordinator.
- Creating fiscal year business plan and managing the \$170K program budget.
- Working with individual clients on LEED projects on a case-by-case basis

The GCPS-NC Program Manager utilizes the range of additional services and incentives offered through the Harvard Green Campus Initiative, and supports and participates in efforts to pursue broader HGCI objectives and goals.

***Requirements:***

- BA/BS required, Master’s degree in Environmental Sciences or related field preferred. 2 years of project coordination experience required.
- Proven project management skills and the ability/flexibility to handle multiple projects simultaneously required.
- Proficiency in MS Word, Excel, Powerpoint, and ability to learn software as needed.
- Excellent communication (written and verbal) and organizational skills a must.
- Knowledge of universities helpful;
- Must be creative and entrepreneurial team leader with a high level of energy and initiative;
- Ability to work as a team player or independently.
- Proficiency in MS Word, Excel, Powerpoint, and ability to learn software as needed.
- LEED Accredited Professional required.