

Position title: Director, Sustainability

Company: Anonymous

Department: Executive

Reports To: Chief Executive Officer

Direct Reports: 1

Primary Function:

Lead the development and execution of a broad-based, company-wide strategic sustainability initiative, integrating sustainability throughout the company. Ensure that the company's sustainability effort enhances business performance and supports the long-term interests of the company.

Responsibilities include:

1. Lead the effort to create a sustainability vision for the company encompassing people, profit and planet. Develop the business case to address sustainability issues.
2. Secure and leverage senior level commitment and support for integrating sustainable development into core processes and decision-making.
3. Lead the formulation of the company's long-term sustainability vision, mission and operating principles, and lead the development of a high-level strategy to support them.
4. Collaborate with the company's internal groups (for example plant management, engineering, EHS, marketing) to develop a coordinated sustainability plan. Build sustainability principles into short and long-range business planning, capital planning and operations planning
5. Form and lead an internal Sustainability Steering Committee that will help shape and initially oversee the launch of the Sustainability effort of the company. Oversee and define the scope of the Committee, short term and long term. Appoint the Committee members, define duties and assign the Committee accountabilities.
6. Serve as the internal leader and "go to" expert for sustainability, monitoring emerging trends, programs and issues, and communicating and educating others on sustainability topics
7. Serve as the central point of contact for any and all interfaces with customers on the subject of Sustainability. This includes being the lead interface with customers relative to their inquiries, their requests for information on company efforts in support of Sustainability, and any and all written and verbal communications to customers on the subject of Sustainability. As necessary, collaborate with internal subject matter experts to ensure appropriate responses and communications.
8. Lead the interface with any and all government agencies and departments, domestic and international, relating to the company's responses to questions or statements of position on Sustainability related matters. This includes subjects relating to the broader topic of Sustainability, such as USA Cap and Trade legislation etc. Collaborate closely with internal subject matter experts e.g., the Director of Environmental Health and Safety and the Vice President of Engineering and R&D, to ensure appropriate responses and communications.
9. In collaboration with the Director of Enterprise Risk Management, assure that all Sustainability initiatives are in alignment with the company's broader Enterprise Risk Management program.
10. Identify and prioritize areas for institutional sustainability efforts and recommend strategies for proactively addressing relevant sustainability issues.

11. Foster a culture of sustainability through ongoing organizational communications and education.
12. Offer expertise and provide leadership-level support for initiatives to reduce company-wide resource consumption and waste generation.
13. Facilitate internal and external communications and visibility as the company spokesperson on sustainability issues. Create and implement communication strategies to publicize the company's sustainability effort and promote broad awareness of sustainability initiatives, both internally and externally.
14. Build effective partnerships with external organizations to support sustainability efforts.
15. Assess the organization's current sustainability performance and identify and prioritize the organization's key sustainability issues.
16. Formulate action plans with defined objectives, targets and responsibilities to support agreed-upon sustainability strategies.
17. Ensure appropriate internal controls and measurement systems are in place to support sustainability efforts.
18. Measure and monitor progress against sustainability strategies, objectives and performance targets.

Requirements:

Education – Bachelors Degree.

Qualifications:

1. Knowledge and Skills
 - a. Excellent communication skills: written, verbal and presentation skills
 - b. Strong problem solving and analysis skills
 - c. Strong teamwork and interpersonal skills
 - d. PC skills to include Microsoft Office (Excel, Access, Word and PowerPoint)
 - e. 10 years plus manufacturing experience
 - f. Ability to interact in a professional manner with customers
 - g. Knowledge of key company business practices and processes
2. Judgment
 - a. Exhibits sound judgment and professionalism in all aspects of the position
 - b. Able to differentiate between conflicting priorities and issues to identify underlying causes
 - c. Demonstrated ability to manage multiple tasks and assess priorities effectively
3. Interaction with Others
 - a. Works closely with company executives, managing directors, plant managers, facility directors Sales and Marketing personnel, engineering and EHS personnel as well as customers
 - b. Consistently exhibits company values in all interactions with associates and customers