

Boston Green Ribbon Commission

JOB DESCRIPTION

Associate Director for Resilience, Boston Green Ribbon Commission

SUMMARY

The Boston Green Ribbon Commission (GRC) seeks an Associate Director for Resilience to join the team and help advance all aspects of its Boston climate strategy and implementation work, with emphasis on climate resilience and climate policy priorities for the City and Commonwealth. The successful candidate will be an experienced, action-and-results-oriented professional who wants a challenging, entrepreneurial role; it can be filled by a consultant seeking an anchor client or a full-time staff person.

ABOUT THE GREEN RIBBON COMMISSION

The mission of the GRC is to accelerate the implementation of the Boston Climate Action Plan, in partnership with the City of Boston, by convening, organizing, and enabling leaders from Boston's key sectors. Through a unique, network-based structure, the group comprises 35 CEO members, their organizations and key staff, support organizations, partners – including the City of Boston – and consultants and project teams. When fully staffed the GRC has a full-time core staff of three, including this position. In addition, a Senior Advisor participates in the work on a part-time basis. The GRC is currently executing on the third year of a [five-year strategic plan](#), with multiple projects and work streams, including Boston grid modernization, coastal resilience, and climate justice.

THE POSITION

The work of the GRC is accomplished through a web of networked relationships. While the Associate Director for Resilience's subject matter expertise should center on coastal climate resilience and policy, they must also be well-informed on all aspects of climate issues in Boston and the region. The work involves prioritizing among multiple opportunities to create the most effective projects, partnerships, and results. The Associate Director for Resilience must see opportunities and know how to create and ensure deliverables; inspire and persuade GRC network participants; plan and guide multiple work streams across a variety of climate-related work in a coordinated strategy; deliver outcomes toward key dates; and manage a diverse set of relationships at various levels of formality. Specific responsibilities will include:

- Lead development and implementation of the GRC climate resilience portfolio in partnership with the City of Boston and in consultation with the Commonwealth of Massachusetts, with a focus on financing and governance strategies.
- Identify critical emerging climate-related policies at the city and state levels; work with Executive Director and working group colleagues to inform, support, and encourage GRC members and their organizations to participate in maximizing the chances of success for key climate policies.
- Contribute strongly to development of strategy for coordinating with Commonwealth of MA climate initiatives.
- Work closely with Executive Director to ensure coordination of multiple aspects of GRC workflow and projects:

Boston Green Ribbon Commission

- Serve as expert thought partner with the core team to monitor, manage, and recommend adjustments to the resources, schedules, and work-in-progress across the portfolio of GRC projects, consultants, and advisors, in order to achieve and deliver organizational goals and outcomes.
- Provide high-level structure for the direction of the Coastal Resilience Working Group and, as assigned, lead or participate in the management of the other working groups (Higher Education; Health Care; Commercial Real Estate; Cultural Institutions; Boston Grid Modernization; and any other active working groups). Set/help set annual goals and run periodic check-ups.
- Support the Executive Director in coordinating with the City of Boston staff working on the Climate Action Plan and in other relevant areas.
- Ensure all GRC work plans, processes, and outcomes are developed with sensitivity to and contribute to the advancement of climate justice.
- Lead, manage, or support selected GRC priority projects. Navigate complex working relationships and bring an entrepreneurial approach and creative solutions to challenges as they arise.
- Help the Executive Director to build relationships with GRC members and where appropriate, support their engagement with the GRC agenda.
- Partner with the Executive Director in guiding and executing on the regular operating activities of the GRC.

The position is full-time and reports to the GRC Executive Director. It is located in Boston. The salary range is up to \$160,000 plus a health care stipend, based on experience and qualifications.

OPPORTUNITY

The job offers an extraordinary opportunity to join and play an influential role in a unique, evolved network dedicated to addressing the most urgent challenge of our time: climate change and its impacts. The Associate Director for Resilience works with institutional and business leaders; climate professionals; government leaders from City Hall and across Boston and Massachusetts; academic, health, real estate, cultural, and other specialists; funders; and a dedicated staff team.

IDEAL CANDIDATE

The successful candidate will bring experience in the field of climate work, with a knowledge of and experience with the policy development and legislative processes in Boston and the Commonwealth, and a nuanced understanding of Boston climate risks and opportunities, especially with respect to climate resilience. They will be an energetic team player who is fun to work with, motivating, well-spoken, sensitive to relationships, and credible to consultants, partners, and GRC members. Strong oral and written communications skills are essential, as is a sense of humor, ability to stay organized, results-orientation, creativity, and a strong work ethic. Work experience in the private sector and an intuitive understanding of large institutional and corporate culture, pace, and operations is a strong advantage.

Boston Green Ribbon Commission

REQUIREMENTS

- Bachelor's degree required; Master's degree in relevant field preferred.
- Minimum eight years of professional experience with advancement, in a business, government, or NGO organizational environment.
- Professional roles that include successful: engagement at the C-Suite level; project management; strategic planning; and management of consultant-led projects.
- Expertise and track record of experience in climate work, especially in a city context.
- Excellent written and oral communication skills.
- Competent self-management and digital skills including facility with Microsoft Office Suite, G Suite, social media platforms, Zoom, and other standard business and meeting tools

CORE STRENGTHS (You will thrive in this position if you...)

- Read widely, stay curious, bring expertise, data, and insights.
- Have good political instincts; have familiarity with the City of Boston and Commonwealth of Massachusetts.
- Are able to discern opportunity, shape that insight into a plan, and follow through.
- Have good judgment about where to focus limited time and attention.
- Naturally interact with a wide range of people with respect and genuine interest.
- Are both ambitious and respectful; a team player focused on good process and strong results.
- Engage thoughtfully in feedback: are open-minded about receiving feedback and candid in providing direct, constructive feedback to others.
- Tend to motivate and generate enthusiasm in others.

The Green Ribbon Commission is committed to diversity and inclusion. We believe that for us to be successful in our climate action work we need to be drawing on the widest possible pool of talent.

HOW TO APPLY

Submit resume and cover letter to home@greenribboncommission.org by October 31, 2023. No calls, please.