



Education & Engagement Manager

About Illinois Green Alliance

Illinois Green Alliance was founded over 20 years ago to combat climate change in Illinois by advancing healthy high-performance net-zero green buildings for all. Illinois Green provides education and training for building professionals, the public sector and community organizations on the latest trends and technology, advocacy to scale the impact of sustainability, and community service projects that ensure everyone benefits.

A key strategy to success is our education program that serves as the go-to resource for the region's green building community: architects, engineers, contractors, policymakers, nonprofit leaders, energy consultants, and building owners and operators. Over 3,000 people annually attend our educational events and trainings about green technologies, advancements in building practices, policy trends, and project case studies.

In addition, we strive to inspire the next generation of green building professionals through our green school programs and resources. Over 75 schools and volunteer mentors have participated in the Illinois Green Schools Project to date.

Job Description

Illinois Green seeks an **Education & Engagement Manager** eager to work collaboratively to grow our education programs and projects, and to leverage our passionate membership base.

As the Education & Engagement Manager, you will assist in developing education program strategy and oversee staff with the implementation of new and existing of programs that seek to reduce energy use, and carbon emissions from the building sector. You will report to the Associate Director, and work closely with the Executive Director in this role.

Key responsibilities

- Oversee and implement education and programmatic strategy to support Illinois Green's strategic plan goals
- Coordinate the development, planning and implementation of net zero education and outreach programs for building industry stakeholders in our region
- Oversee and provide strategic direction to the programs, outreach and resources associated with the Illinois Green Schools Project and Illinois Green Ribbon Schools Program.
- Foster programs and opportunities that engage Illinois Green members as volunteers to provide education, resources, technical assistance and support to building industry stakeholders
- Develop and manage relationships with partner organizations, community leaders and building industry stakeholders
- Work with partner organizations and community leaders to develop strategy and action plans to share building design, construction and operations best practices for every community in Illinois
- Administrative duties related to Illinois Green programs, events, committees and initiatives
- Will work with the Associate Director to develop and execute annual program plans that align with our mission and meet budget goals



Experience

- At least five years of experience in managing staff and working in the environment, green building and/or nonprofit sector
- Excellent written and verbal communication skills with the ability to adapt to multiple audiences
- Basic knowledge of the green building industry in Illinois
- Has supervisory experience and is invested in supporting the growth of entry-level staff

Personal Skills

- Enjoys collaboration with partner organizations and takes joy in working on a team
- Is an empathetic, thoughtful candidate who actively seeks ways to empower others and help them succeed
- Has a strong commitment to making a difference and enthusiasm for Illinois Green's mission
- Excels at thinking creatively to develop new program plans and strategies while being nimble and quick to adapt to new challenges and opportunities
- Is detail-oriented and can manage multiple projects at once, balancing competing goals and demands from staff, volunteers, and community partners
- Has strong interpersonal communication skills to effectively coordinate and build meaningful relationships with our diverse base of members, volunteers, business leaders, and community partners to achieve our goals
- Has the ability to gauge and navigate the educational needs of our audience by working collaboratively with our volunteers and members

Benefits and Compensation

The salary range for this position is \$55,000 to \$75,000. Offers will be made commensurate to experience. Benefits include:

- Up to 100% employee coverage for medical and dental
- 403b retirement benefits plan
- 10 vacation days in the first year, 10 paid holidays
- Office closure between Christmas and New Year
- Work from home flexibility and personal time accommodations

Illinois Green Alliance is an equal opportunity employer.

Illinois Green is committed to improving the diversity and inclusion across the organization, including at the staff level, and strives to center equity and racial justice in our work. Illinois Green can only realize its mission and goals effectively by achieving greater diversity – whether of race, gender, sexual orientation, or ability – among the stakeholders who inform and engage with our work.

Email your resume and cover letter to info@illinoisgreenalliance.org with the subject line "Education & Engagement Manager". Applications will be considered until the position is filled.