

## Programs Director

**Posted:** July 12, 2021

**Job Closes:** September 1, 2021

To apply, email a resume and cover letter by September 1, 2021 to: [info@mygreenlab.org](mailto:info@mygreenlab.org). Please reference 'Programs Director' and your name in the email subject line.

## Job Description

My Green Lab (MGL) seeks a passionate and motivated Programs Director to manage the day-to-day administration of our Green Lab Certification program, providing robust scientific and technical support, and ensuring a positive experience for all program participants. The Programs Director will also support technical projects related to Green Lab Certification, ACT and the CEEL. The successful candidate will have demonstrated experience improving the environmental impact of a laboratory or laboratories. They will be an experienced program and project manager who has successfully led teams in a professional setting. They will also have experience engaging, supporting and/or collaborating with external customers. Experience working in green labs, corporate sustainability, green buildings, sustainable facilities management, or a related field is highly desirable.

This is a full-time position. MGL is a 100% remote workforce: this position will be permanently based out of a home office. Less than 20% travel is expected. Compensation includes a base salary commensurate with experience and competitive with similar nonprofit roles, performance compensation, and a benefits package that includes health insurance, a 401(k) matching program, and a generous vacation and holiday allocation.

## Overview of Responsibilities

The Programs Director will have direct oversight of a team focused on the administration of My Green Lab's Certification Program globally. Working with the Chief Sustainability Officer, they will manage team members to ensure a smooth, well-organized experience for clients and team members alike, beginning with handoff from the business development team throughout the entire certification process, even as the program rapidly scales. The Programs Director will focus primarily on program management, process improvements, resource development, client engagement, and customer success. In addition, they will cultivate new sponsor relationships. The Programs Director must be comfortable with a managerial role and have proven experience attaining defined program goals in a rapid-growth environment.

The Programs Director will support the Chief Sustainability Officer in developing the strategic vision for the Green Lab Certification Program and will be responsible for executing that vision. Responsibilities may include the development of tools and resources, the formation of key relationships and collaborations, and the evolution of software and technical tools. The Programs Director will also support the Chief Sustainability Officer in the execution of grant deliverables, writing technical reports, leading community discussions, or researching technical topics.

My Green Lab takes a data-driven approach to our mission, and we use several technology platforms to administer our certifications and track results. The Programs Director must therefore be comfortable using

software to track their and their team's work, performing data analytics to identify trends, track performance relative to the organization's goals and KPIs, and reporting regularly to the executive team on progress to goals.

MGL's Programs Director must be passionate about the organization's mission and be able to clearly articulate its importance and relevance both in the context of the global sustainability movement as well as within the scientific community. They must be comfortable speaking to diverse audiences and be able to clearly articulate My Green Lab's vision in the context of broader sustainability topics.

## My Green Lab Background

Laboratories represent an enormous, untapped potential for sustainability. They discard over 12 billion pounds of plastic annually, and they consume 5-10 times more energy and water than office spaces. Worldwide, laboratories comprise an industry that is 3 times the size of the building products space and just over half the size of the automotive industry.

My Green Lab is a non-profit organization dedicated to reducing the environmental impact of laboratories by building a global culture of sustainability in science and directly engaging scientists and the teams of people who support them. Our members and supporters range from small laboratories to some of the science community's largest corporations and academic institutions. We develop standards, oversee their implementation, and inspire the many behavioral changes that are needed throughout the science community. In addition to motivating behavioral changes in and around the lab through easily and rapidly implementable tools with clear measurement and verification, we are also leading data-driven research into environmental health impacts and resource consumption.

Since our founding in 2013, MGL has grown from a grassroots effort to the most influential organization in the laboratory sustainability space. We are excited to invite an exceptional Programs Director to help us continue to grow our impact globally.

## Key Responsibilities

The key responsibilities of this position include, but are not limited to:

### Program Management

Serve as the client interface for key accounts to ensure a seamless experience that inspires repeat patronage of our programs. Ensure certification administration is well organized. Manage and meet client expectations effectively.

### Team Management

Manage team members to ensure a reasonable and equitably-distributed workload while creating leadership and professional development opportunities.

### Project Management

Skillfully manage special projects as necessary, including but not limited to public and private grants, conferences and speaking engagements, education and resource development, and research tasks.

### Tracking and Reporting

Routinely and regularly evaluate progress to goals and communicate findings to your team and to executive leadership.

### Fundraising

MGL fosters a culture of fundraising and business development at every position within the organization. Play a key part of MGL's annual fundraising campaign.

## Required Qualifications and Experience

- Demonstrated passion for sustainability in general and MGL's mission in particular
- A track record of successful program management experience in a high-growth environment
- Experience working in or adjacent to laboratory environments; in-depth understanding of laboratory function and performance
- Public speaking experience and expertise
- High-level of competency with the Microsoft Office 365 Suite
- Excellent written and verbal communication ability
- Ability to think strategically to make decisions that benefit the programs in the near and long term
- Demonstrated ability to work independently to achieve defined goals and outcomes; self-motivated
- Driven to share successes; a team player
- Experience proactively solving problems
- Ability to apply abstract concepts in new, practical applications; a creative thinker

## Preferred Qualifications and Experience

- Experience with Salesforce or a similar CRM
- A master's degree or higher in a related field
- Experience in an industry or industries pertinent to laboratory research
- Sustainability expertise (green labs, green buildings, corporate sustainability or similar)

My Green Lab is a fast-paced and dynamic work environment, so the ideal candidate will be a flexible self-starter who embraces change and continuous improvement. The successful candidate will demonstrate interest in professional development and advancement within the role as they take on increased responsibility in line with the growth goals of the organization.

## 6 Month Tasks

- Gain a firm and comprehensive grasp on all standard operating protocol for Green Lab Certification management
- Become a My Green Lab Ambassador and complete all existing modules for the Green Lab Accredited Professional Program

- Undergo education and training on My Green Labs programs
- Ideate and develop resources to support green lab certification
- Become point of contact for key organizations in green lab certification
- Develop and implement a plan to deploy program updates to new and existing customers
- Create a cohesive and collaborative team environment to facilitate the achievement of strategic objectives

*My Green Lab is an equal opportunity employer. We are committed to creating an inclusive environment for all employees.*