

Title: **Renewable Materials Program Director**  
Status: Exempt, Regular, Full Time, Program Director

The Renewable Materials Program Director is responsible for leading the Environmental Health Strategy Center's efforts to combat climate change and petrochemical plastic pollution while creating good green jobs by advocating for renewable chemical and bioplastic production. In supporting the growth of this nascent industry, the Program Director will help ensure the realization of our goals for renewable products that are safe for both people and the planet. The Program Director will help guide an on-going innovative collaboration with industry, agriculture, academia, labor, government, and non-governmental organizations to promote the advancement of biobased manufacturing.

### **Major Responsibilities**

- 1. Program Development** – Set the strategic direction of the program and seize opportunities to advance our work through new relationships while securing new resources for our work in the renewable materials sphere
- 2. Analysis and Synthesis** – Become a true subject matter expert and develop thoroughly researched and documented memos, reports, and presentations that convey complex technical information in ways relevant to key audiences and decision makers
- 3. Alliance Building** – Develop a strong network and build informal alliances or formal coalitions as appropriate with businesses, labor organizations, other NGOs, expert academics and others to advance the program's work
- 4. Advocacy** – Convince key decision makers in business and government to invest in and support renewable materials

### **Specific Duties**

#### **PROGRAM DEVELOPMENT**

- Identify and operationalize key strategies to advance the utilization of sustainable biomass in the production of renewable chemicals and bioplastics, including building awareness of the climate and pollution challenges posed by petrochemicals and the more favorable footprint of biobased alternatives.
- Develop annual plan program objectives aligned with the Strategy Center's Strategic Plan and assume primary responsibility for ensuring that these goals outlined are met.
- Proactively integrate program activities with the Strategy Center's Environmental Health program and work to leverage the entire organization to the benefit of the program.
- Provide project management for the program's projects, defined both by grant deliverables and fee-for-service agreements, including project planning, coordination, accountability, and reporting.
- Expand the base of funders supporting the program with a focus on engaging those funding climate related projects in addition to maintaining high-level relationships with current and past program funders, including private foundations, individual donors, and governmental programs
- Develop and execute strategies and programs to raise related business income, which may include sales of goods and services related to the program mission (e.g., consulting fees).

## **ANALYSIS AND SYNTHESIS**

- Develop deep subject matter expertise in the replacement of petrochemicals, especially plastics, with sustainable biobased alternatives and the climate benefits of such a transition.
- Perform research and analysis and produce written syntheses of it to support the Strategy Center's position as a thought leader in renewable materials.
- Continuously review relevant news sources, journals, publications, blogs, websites, and other sources to remain current on the growth and status of the bioeconomy.
- Draft programmatic fact sheets, issue briefs, reports, slide decks, and other materials to inform critical stakeholders.
- Identify high-value speaking and media engagements to present critical analyses at to help advance program goals.
- With the support of the communications team, strategically draft compelling content for our website, blogs, social media channels or Op/Eds, while cultivating relationships with and serving as an expert source for journalists.

## **ALLIANCE BUILDING**

- Develop champions in government, organized labor, key organizations, and amongst community leaders who support and are committed to advancing renewable materials.
- Deeply engage leaders and organizations in the climate change and plastic pollution space on renewable materials.
- Network with key stakeholders around biobased manufacturing both in Maine and nationally.
- Liaise with Biobased Maine, a mission-driven trade association, to advance relevant opportunities in Maine.
- Build formal coalitions or informal alliances as necessary to advance program goals and represent the Strategy Center in other formal or informal groups.

## **ADVOCACY**

- Analyze public policy opportunities and needs and collaborate with the Strategy Center's advocacy director and others to advance policy for biobased manufacturing both in Maine and nationally.
- Develop potential legislative and regulatory solution language along with strong supporting evidence and convincing materials.
- Monitor public policy relevant to the program at both the state and national level.
- Identify and exploit opportunities to leverage market pressure to encourage wider utilization of renewable materials.
- Support the Strategy Center's organizing team in more deeply engaging grassroots members in the program's issues and goals.

### **Additional Responsibilities Shared with Other Staff**

## **STRATEGIC PLANNING, EVALUATION, & PROGRAM SUPPORT**

- Develop goals and work plans for the organization's campaigns and support their integration into annual and longer term strategic plans and work plan.
- Regularly document progress towards annual and multi-year goals.
- Share relevant information internally and collaborate with the communications team to share with external audiences.
- Represent the organization positively in public at all times by acting as a professional representative and ambassador.

- Support the mission and goals of the organization across all programs areas, assisting other teams from time to time with pressing needs.

#### **FUND DEVELOPMENT**

- Support our director of advancement in identifying and developing individual donors.
- Participate in donor cultivation and solicitation activities in support of small donor development, including by phone, email, or mail.
- Provide funders with informal and formal progress reports.

#### **ADMINISTRATION**

- Maintain accountability to administrative systems and procedures, including submitting timesheets, expense reimbursements, invoices, lobbying reports, etc. by the deadlines assigned.
- Participate actively in staff meetings and retreats and Board meetings when requested.

### **Reporting and Authority**

The Program Director reports to the Deputy Director. The Program Director has delegated authority to implement approved plans and make implementation decisions related to Renewable Materials work and will consult with the Deputy Director before deviating from approved plans or making decisions that significantly affect program goals, resource allocations or other team members. The Program Director will analyze options and make recommendations for decision by the Deputy Director on major decisions related to the Program.

### **Qualifications**

- Minimum five years directly relevant professional experience, preferably in a closely related topic area.
- Exceptional written and oral communication skills
- Demonstrated ability to master complex technical and scientific information and synthesize information across multiple disciplines as well as comfort with translating it to a lay audience.
- Proven success in building relationships and alliances amongst those with diverse and sometimes disparate interests
- Excellent track record in successful program development, preferably in a nonprofit environment
- Strongly self-motivated and directed, with the capacity to work effectively in teams of diverse people and organizations
- A bachelors or higher degree in a relevant discipline is strongly preferred, but relevant experience and proven success will be considered
- Business savvy, with a preference for direct experience in economic development and drawing private investment

*The Environmental Health Strategy Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, protected veteran status, disability, age, or national origin.*