CLEVELAND 2030 DISTRICT

The Cleveland 2030 District (C2030D) is an independent local non-profit (501c3) that is a component of the 2030 Districts Network. Cleveland was the second of 23 established urban-core districts. The Cleveland 2030 District – a collection of commercial property owners, professional partners and community partners – is a respected local leading facilitator in the implementation of building energy, water and transportation emissions reduction, guided by the 2030 Challenge for Planning goals.
The Cleveland 2030 District represents and manages a movement to create a high-performance building district in Greater Cleveland, with the goal of dramatically reducing the environmental impact of building construction and operations while increasing building owners' return on investment and enhancing Cleveland's competitiveness on a national scale.
The Cleveland 2030 District is guided by a Board of Directors. Its operations and programs are managed by an Executive Director and his/her staff. The work of the Cleveland 2030 District is supported by developed grants and sponsorships.

PROGRAM MANAGER
Job Description

Reports to the Executive Director to further the mission of C2030D through the following activities:

Main Responsibilities/ Essential Functions:
Maintain building level data to update a dashboard of metrics to track District wide progress.
Work with Property Adopters to set up Portfolio Manager accounts that accurately represent their buildings and utility use.
Work with Property Adopters to enter utility data into Portfolio Manager on a timely basis.
Review Portfolio Manager accounts for accuracy and data gaps. Work with Property Adopters to ensure the data represented is current and reflects the building use type.
Create and provide performance reports on a regular basis to District Property Adopters using Portfolio Manager data, excel and proprietary performance reporting tool.
Use GIS to update C2030D interactive maps of the District and track property square footage.
Maintain and update the C2030D GIS database of information related to District buildings and the surrounding built environment.
Tabulate District level progress in energy, water and transportation for annual reporting purposes, providing graphs and other charts to represent data.
Tabulate building level progress in energy, water and transportation for annual Green Building Challenge competition
Assist as needed in creating an annual progress report.
Tabulate and analyze survey data, providing appropriate graphs as needed.
Assist with website updates as needed.
Lead Metrics Committee meetings and record minutes.
Participate in appropriate committee meetings and provide support for ongoing activities.

Other activities as assigned.

Fund Development:
Support the Executive Director and Board of Directors in their fundraising activities.
Assist in grant writing and provide data and information needed in grant applications.

Engagement:
Develop and maintain strong relationships with all relevant stakeholders.
Participate in 2030 District Network meetings and calls when appropriate and provide support as needed.
Participate in any collaborative committees, events and programs when appropriate.
Participate in national 2030 Districts activities to share best practices.

Experience and Skills Required:
Experience using Esri arcGIS to create maps and access property data
Strong Energy Star Portfolio Manager expertise
Strong expertise in the use of Excel
Strong data analysis skills
Data entry skills
Proficiency in Word and PowerPoint
Strong oral and writing skills
Understanding of energy, water and CO2 reduction measures in commercial buildings
Strong interpersonal skills with the ability to interact and communicate professionally with all stakeholders
General understanding of building performance platforms (LEED, Energy Star, Well Building Certification, etc.)
Familiar with Cleveland and University Circle buildings/geographic areas
Ability to work independently, prioritize and schedule work to meet deadlines
Adobe InDesign skills not required but preferred

Estimated Time Required:
Hours are flexible except for committee meetings or other scheduled activities.
Average of 15-20 hours per week. Some days and weeks may require more time than others.