



Position: LEAD

Grade: 4

Salary Range: \$65,000 - \$85,000

A quick description of Delta Institute

Catalyze. Disrupt. Transform. Action and impact are core to Delta as we strive to create a Great Lakes region with a healthy environment, robust economy, and vibrant communities. Delta creates programs that show how policies, ideas, and resources can be harnessed for a more sustainable and resilient region. We take a systems view on how businesses, communities, and government impact and are impacted by the environment and economy, and we create comprehensive solutions that pull these pieces together. Delta is proud to have a multidisciplinary team, and we strive to attract a diversity of experience, skillsets, and perspectives to enable us to challenge assumptions and create new approaches to long-standing problems. Delta has been working with buildings and institutions for over a decade to reduce waste, prevent pollution, and increase efficiency for maintenance and operations. Through this work, we have certified more square footage for LEED O+M than any other organization. While LEED and other certifications are good demand drivers, Delta continues to push the built environment to be ahead of the curve.

Core Skillset

A Lead manages and provides leadership to a team delivering projects in multiple program areas, multiple administrative or organizational development functions or manages the day-to-day implementation of multiple programs for an affiliate of the Delta Institute. Leads are capable of key leadership roles: representing the organization, developing new programs, and obtaining funding and other resources for the work within their assigned responsibilities.

Other core skillset attributes are:

- Work in a timely and collaborative manner on multiple deliverables with internal and external stakeholders
- Identify and lead specific organizational initiatives
- Developing new strategies that advance Delta and its mission
- Manage multiple aspects of Delta work portfolio
- Have strong analytical and problem solving skills
- Have strong written and verbal communication skills
- Have advanced knowledge of environmental and economic issues not only in the Great Lakes region, but also globally

LEAD, PROGRAMS (BUILDINGS & BUILT ENVIRONMENT)

Position Specifics

The Lead will have both a deep knowledge of and curiosity for building science and operations, an entrepreneurial approach to problem solving, and a tinkerer's mind. The Lead will bring that robust experience to Delta while working within the team to implement a variety of projects that focus on changing how building managers, facility directors, and engineers view their building's operations and manage their buildings to reduce energy and resource use, increase renewable energy uptake, and transform waste from a liability to an asset.

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The Lead will bring critical thinking skills and a creative outlook, and an aptitude for building energy and waste operations, capital and operations planning, data analysis, technology testing and piloting, and partnering with contractors, not for profits, and other consultants. The Lead should be familiar with existing building technologies and practices and best practices in new construction, and should be comfortable with software and hardware technologies used in buildings. The Lead will also need to be able to work independently, with multiple types of personalities, on tight deadlines, and in ambiguous and circuitous circumstances. The Lead will also have an overall positive outlook on the change that can happen in the world.

Delta's building strategy includes a focus on energy efficiency, renewable energy resource, conservation, procurement, and waste system efficiency, and uses one or more of the following components to affect change:

- Changing the behavior through better design. Using design thinking along with behavioral economics can produce superior results in programs, changing the way we structure our work and what we choose to work on. Shifting the focus to the end user and their motivations while reducing or eliminating friction can have far reaching, impactful effects and can serve as a model for programs nationwide.
- Contributing to new utility business models. In order to assist in developing new business models, The Lead should support Delta's efforts to regionally demonstrate the opportunities in partnership with IOUs, municipalities, and co-ops as appropriate while convening stakeholders to push regulatory changes. Labs for demonstration projects should be commercial & institutional buildings that can play a leadership role in their peer group (e.g., large iconic buildings or institutions).
- Internalization of externalities. Renewables have benefits that are not currently captured, but much research has been done to catalog and attempt to quantify these benefits. Taken together, they offer an opportunity to create resource payment programs and markets alongside automated emissions reduction technologies. Open data and new technologies offer a cheaper and more accurate verification technology for many of these options, and IoT technologies offer integration opportunities.
- Distributed generation demonstration projects. Though low impact at first, these projects have the potential to quickly ground truth business models, and create subsequent projects that internalize identified externalities as above.

As part of a truly multidisciplinary organization, The Lead will also interface and support other projects that require unique skills and knowledge; and, have a knack for translating complex ideas to a variety of audiences both internally and externally.

What you'll be doing:

Program Management

- Motivate internal and external parties to act
- Collaborate on multiple projects to ensure high-quality, on-time, and on-budget deliverables
- Manage staff, interns, and partners to complete deliverables
- Assist in the creation of decision support tools for a variety of stakeholders, including assisting with building operations and buildings systems plans
- Identify, lead, and implement projects and/or project tasks as part of a project team
- Conceive, develop and lead proposals, and engage team members in the development process; Assist development and project staff in identifying and pursuing funding opportunities

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- Collaborate on team planning and implementation meetings
- Where project structures require it, take a hands-on approach by developing work plans with tasks, timeframes, milestones, resources, and dependencies; or, when required, a hands-off approach by providing project teams with the resources they need to execute high-quality project deliverables
- Develop and maintain key professional affiliations in support of organizational and professional development goals
- Identify program partners and collaborate across boundaries to meet common objectives
- Identify and understand the primary users of products, services, and deliverables
- Maintain effective communication with clients and stakeholders managing and meeting project expectations
- Be adaptable and acknowledge that other duties will come and go; and, be willing to go the extra mile to get the job done
- Provide leadership on designing and implementing projects with a systems lens
- Work with senior leadership to develop organization-wide and project-specific approaches for scaling up Delta's impacts
- Translate research and insights from specific expertise areas to inform strategic planning and project development
- Serve as the principal investigator/external lead on projects as appropriate
- Build networks and maintain relationships with academic, scientific, governmental, and other partners
- Develop technical and analytical capacities of staff, including trainings and demonstrations
- Contribute to organizational reporting, planning, and visioning
- Provide technical content for marketing materials, funding proposals, and project reports
- Help raise Delta's public profile as a leader in systemic impact on environmental quality, economic vitality, and community resilience

Relationship Management

- Develop and maintain key professional affiliations in support of organizational and professional development goals
- Identify program partners and collaborates across boundaries to meet common objectives
- Identify and understand the primary users of products, services, and deliverables
- Maintain effective communication with clients and stakeholders managing and meeting project expectations
- Participate and attend professional organizational meetings, conferences, and roundtables

What you'll have:

- Minimum of a Bachelor's degree in engineering, environmental science, design, computer science or related field. A Master's degree or PE is desirable or equivalent experience;
- At least 7-10 years of overall professional experience
- Documented success in leading a building level project to fruition, which could include a LEED project
- Documented success in leading a design process, or demonstration of design thinking in problem solving
- The capacity to wrangle tricky stakeholders and gain consensus
- Strategic thinking and excellent organizational skills, initiative, motivation and collaborative spirit

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- The ability to apply systems thinking to complex environmental issues
- A systems approach to problem solving
- An understanding of the complete energy and waste systems
- Ability to adapt to new technology as both a project implementation tool as well as a management reporting tool
- The ability to organize, analyze, and visualize data
- Proficiency in building science and technology assessment
- Demonstrated prototyping or concepting product or service development
- Excellent verbal and written communication skills with exceptional attention to detail
- Proven track record of engaging foundations, government agencies, and businesses
- Strategic and excellent organizational skills, be a self-starter and motivated and enjoy working in a team environment
- Demonstrated success developing and evaluating program models, and selecting and successfully operationalizing innovative programs
- Proficient in using technology as a management reporting tool and experience working with information technology staff to develop and implement program evaluation systems
- Proficient in analyzing data and technical documents to produce deliverables
- Strong project management skills managing complex, multi-faceted projects resulting in measurable successes and program growth
- Experience in managing and motivating people to meet high performance standards
- Be able to work in a fast-paced environment, manage multiple tasks and deadlines, and manage work in sometimes ambiguous situations

Core competencies are the values and defined behaviors that we believe are central to the ability of every employee to do the work of the Delta Institute. These core competencies are a combination of knowledge, skills, and behaviors that are the mark of a good Delta employee. Core competencies are a distinguishing characteristic of Delta employees for our clients, customers, and stakeholders. They are a visible demonstration of our shared values and are evident in how we work together. Individuals can be at different levels of ability on a specific core competency which is why we measure ability each year and provide feedback and development suggestions.

All Delta employees have these core competencies:

- Innovative and creative problem solvers
- Reliable and take pride in the quality of their work
- Adaptable and prepare for problems and opportunities in advance
- Collaborative and strongly value their working relationships

Delta offers its employees a competitive salary with a robust benefits package that includes generous vacation/sick leave, 401k, and medical, dental & vision insurance. Delta is an Equal Opportunity Employer.

Please email cover letter and resume as one PDF to: careers@delta-institute.org

Subject line: Programs Lead Position

Application Submission Due Date: 5/10/17

No phone calls, please.

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