



Households Manager (Full-Time)

OPPORTUNITY

Urban Green Lab, the center of sustainable living education in Nashville, seeks a Households Manager to join our team and help make sustainable household education a priority for our residents.

URBAN GREEN LAB

Our mission is simple: We teach people how to live sustainable lives. Founded in 2009, Urban Green Lab envisions a world where all of us have access to the basics of sustainable living education. Through a focus on classrooms, households, and workplaces -- places where culture begins -- we grow systems or "labs" of learning about what it means to make more sustainable choices by organizing teams, training professionals, and connecting them to local resources that make a difference. Together, we can inspire positive change and feel good about being part of the solution.

THE HOUSEHOLDS DIVISION

The new Households Division of Urban Green Lab collaborates with key community institutions and neighborhood associations to help them grow systems for teaching residents about sustainable living year-round. The Division is designed to create and unite teams (within HOAs, camps and sports leagues, music festivals, the faith community, etc.), guide and certify mid-level leaders, and connect institutions with local services. Households is also responsible for driving individual giving, social media, tabling and occasional Mobile Lab visits, and serving as a first-stop community resource.

SUMMARY OF THE POSITION

The Households Manager leads the Households Division at Urban Green Lab. Supervised by the Executive Director, the Manager is responsible for extending the organization's mission through the new Division by growing and measuring programs, and helping sustain them financially. The Manager also plays a unique role of telling stories from the collective divisions through social media and community outreach. The position is full-time, based in Nashville, and requires frequent travel citywide for meetings, trainings, and presentations. Some evening and weekend duties are required.

KEY RESPONSIBILITIES

Percentages of effort and tasks may evolve with time.

1. TEAM ORGANIZING (30%)

- Create and strengthen teams in diverse community institutions represented by neighborhood leaders with a focus on fostering systems for sustainable living education.
- Unite teams from disparate community institutions (HOAs, camps and sports leagues, music festivals, the faith community, etc.) to network and exchange best practices year-round.
- Facilitate a bi-monthly steering committee composed of representatives from all Households initiatives that advises strategic planning, bridges to new partners, and reviews outcomes.

2. EDUCATION SYSTEMS GUIDANCE (30%)

- Guide community teams in planning and delivering educational systems for better training their unique communities about the basics of sustainable lifestyle choices.
- Connect community teams to local and national vendors, experts, curricula, and other tools and resources for growing and measuring sustainable living education.
- Recognize and certify institutions and associations exemplifying best practices in sustainable living education, and help tell the story of their individual and collective impact.

3. INDIVIDUAL GIVING (30%)

- In partnership with the Executive Director, steward and implement a long-term plan for individual giving, including donor relations, presentations, tracking, appreciation, and reports.
- Reach out to the community and tell our story through tabling occasional community events (2-3/month), delivering the Mobile Lab to festivals (1-2/month), and giving talks.

4. OTHER (10%)

- Lead weekly social media posts for the organization (Instagram, Facebook, Twitter, LinkedIn, etc.) and help oversee event planners and vendors for special (though rare) events.
- Support other core functions of the organization as needed, including data reporting, strategic planning, and routine staff, committee, and one-on-one meetings and activities.

ATTRIBUTES

The successful candidate will ideally possess the following attributes and professional qualifications:

1. Passionate commitment to Urban Green Lab's mission and values
2. Entrepreneurial, with a sense of how to sustain innovative programming
3. Outstanding interpersonal and organizational skills, and high sense of integrity
4. A positive, flexible attitude, intellectual curiosity, and capacity to adjust to change
5. Diplomatic, with excellent community relations, listening, and learning skills
6. Self-reliant, proactive, dependable – a team player to the core
7. Humility and grace under pressure, a sense of humor

OTHER QUALIFICATIONS

1. At least 2-4 years of relevant professional experience (graduate degree not required)
2. Experience working with diverse community groups/leaders and understanding their needs
3. Background in education, professional training, or facilitating exchange of best practices
4. Familiarity with donor relations, fundraising solicitations, or general partnership building ideal
5. Comfort working with everybody, including families, vendors, experts, youth, and the public
6. Understanding of sustainable living, the environment, urban planning, or related issues

7. Clear oral and written communications, and experience with presentations

SALARY & BENEFITS

Salary for this position is dependent on experience. Benefits include group health insurance (medical, dental, and vision), retirement, communications, and generous personal time and paid holidays.

APPLICATION DETAILS

Please email cover letter, resume, and three professional references (email, phone, and nature of each affiliation) to Todd Lawrence, Executive Director, at connect@urbangreenlab.org. References will not be contacted without prior approval. Submissions that are incomplete or sent by other means, plus phone calls, will not be considered or returned. Candidates are encouraged to read about us first at www.urbangreenlab.org. Only applicants selected for consideration will be contacted. Applications are accepted until position is filled. All correspondence is confidential. Background check required.

WORK ENVIRONMENT

Based in an office setting, the Households Manager will spend about half their time outside the office meeting with partners and stakeholders, and making presentations. Urban Green Lab has a flexible work environment, and all staff are expected to manage their own schedules. Reasonable accommodations may be made to enable individuals with disabilities. The employee is regularly required to sit, stand, walk, talk, listen and feel, reach hands above the shoulder, occasionally stoop or crouch, and lift and/or move 10-25 pounds. Noise is moderate, though often louder at events.

EQUAL OPPORTUNITY EMPLOYMENT

Urban Green Lab is fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. Urban Green Lab welcomes applicants from a diversity of backgrounds, experiences, abilities, and ideas.

DISCLAIMER

This job description is not necessarily an exhaustive list of all associated responsibilities, skills, requirements, or conditions. While intended to be accurate, it is not meant to exclude that other, different tasks may be required when circumstances change (such as during emergencies, personnel changes, workload alterations, rush jobs, or technological developments or advancements).

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