Sustainability Manager #012437

Kamehameha Schools has a Sustainability Manager position available at Kawaiaha'o Plaza, O'ahu.

Apply online at http://www.ksbe.edu/careers

Educational Requirements:

Bachelor's Degree in Planning, Finance, Engineering or Architecture or other closely related field.

Minimum Requirements:

- Minimum of 5 years of related work experience.
- Experience in sustainability and energy systems and technologies, facilities design, construction and project management.
- Demonstrated background in financial analysis.
- The ability to formulate and articulate broad strategic concepts around sustainability and translate such into actionable plans.
- Excellent hands-on ability to use a personal computer to prepare financial project pro formas and analyses including spreadsheets, data base schedules, word processing and PowerPoint presentations.
- Ability to direct, manage and motivate teams of people (consultants, attorneys) for projects.
- Ability to read, understand and analyze financial statements and reports, maps, building plans and specifications, leases and legal documents.
- Strong capacity for analytical and critical thinking skills and rational decision making to solve complex technical and financial problems.
- Ability to prioritize and manage multiple projects and assignments, flexible to meet changing conditions and ability to complete tasks within prescribed time schedules and allocated budget amounts.
- Ability to communicate orally and in writing clearly, concisely and effectively.
- Knowledge of laws, permitting processes and ordinances, rules and regulations relative to the energy and construction industries.
- Ability to write and administer basic contracts and determine contract prices though bid and/or negotiations.
- Excellent oral and written communication skills required to effectively communicate with senior management, project vendors, governmental personnel and other KS users and staff members.
- Willingness to work beyond regular working hours as needed.

Preferred Qualifications:

- Experience in project management, planning and construction of educational and/or commercial facilities on the behalf of an Owner or Developer.
- Experience working in the sustainability and/or energy efficiency sector.
- Experience working in a large, multi-enterprise organization that is highly policy and procedures driven.
- License in the State of Hawaii as a Professional Architect or Engineer.
Job Description:

- Responsible for developing and maintaining organizational strategies for sustainability in KS’ facilities environment.
- Researches current and emerging technologies, systems and tactics and develops sustainable project plans.
- Identifies opportunities and coordinates the integration of sustainable initiatives into the educational environment.
- Prepares financial analyses for sustainable initiatives and measures outcomes.
- Project manages sustainable projects and select MRCIP projects, including planning, budgeting design and construction phases.
- Engages external vendors, regulatory agencies and utility companies and negotiates agreements and manages the performance of work.
- Performs other related duties as assigned.
- Develops and maintains Sustainability strategies for KS’ Education and Endowment facilities environment including the ongoing upkeep of a sustainability master plan.
- Researches current and emerging technologies, systems and tactics for consideration by KS and develops and maintains a database of resources and vendors.
- Coordinates strategies and plans with other similarly aligned KS personnel to leverage knowledge and build efficiencies, including Land Management and Educators.
- Works with Sr. Manager, Planning & Support to facilitate integration of sustainable practices into programs and curricula to support the education of KS students. Identifies, recommends and pursues approved recognition strategies to demonstrate KS’ commitment to sustainability, including LEED, EnergyStar, and/or GBI certifications.
- Participates in the preparation and update of the Division’s annual strategic planning to optimize integration of sustainable philosophies and initiatives into tactics and projects, with results targeting KS system-wide impact.
- Prepares and evaluates feasibility analyses and due diligence studies for the development of sustainability opportunities for KS facilities portfolio.
- Prepares financial analyses for sustainable initiatives, including simple payback, net present value, internal rate of return and other analytical methods, as required to demonstrate the financial expectations associated with KS’ investment into sustainability.
- Develops and executes appropriate action plans to optimize KS’ return on sustainability investment including tax incentive opportunities and rebate programs.
- Develops the specific management strategy for implementing sustainable projects and select MRCIP projects or groups of projects to KS advantage in the competitive energy and construction markets.
- Identifies partners and 3rd parties to sustainable development, including utility companies and regulatory agencies, and negotiates required agreements.
- Develops individual project management plans that include scope, schedule, financial analyses, budget and tracking systems, communication plans and coordination strategies for user groups and external consultants. Identifies accesses professional and construction services required to deliver the projects.
- Collaborates with other professional staff in developing the consolidated annual MRCIP budget.
- Responsible for the overall management of sustainability and select MRCIP projects and establishes and implements processes to 1) facilitate effective project communication, including regularly scheduled project meetings and use of electronic communication, 2) review and assess schedules and costs, 3) effectively manage changes, including developing alternate solutions as required, 4) ensure construction is in accordance with contract documents, 5) ensure unforeseen conditions or unusual conditions are documented and addressed.
Kamehameha Schools is an Equal Opportunity and Affirmative Action employer.

HOW TO APPLY:

Interested applicants must apply ONLINE at our KS Careers website.

Visit our website at http://www.ksbe.edu/careers & search Requisition Number 012437 for full job description, & to apply for any of these positions. *Sorry, no resumes accepted via email, mail or fax.

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