

## **Climate Smart Wood Group Position Opening**

POSITION TITLE: Contract Project Manager

APPLICATION WINDOW: February 1-25, 2022

PREFERRED START DATE: May 1, 2022

LOCATION: Remote basis through end 2022; possibility of Portland or Seattle permanent

REPORTS TO: Sustainable Northwest Green Markets Director

HOURLY RATE RANGE: \$75-150 DOE

HOURS RANGE: 15-30 hours per week through end 2022; TBD through 2023.

### **About the Climate Smart Wood Group**

The Climate Smart Wood Group (CSWG) is a collaboration of sustainable forest management and wood products leaders, created to connect the construction industry in North America with wood products from climate-smart forestry. The group was founded with the goals of 1) Developing and maintaining a definition of climate-smart wood based on current and emerging science, 2) Coordinating among and channeling resources to those groups whose work promotes climate smart wood production, building off work in the PNW to grow to North American scale 3) Developing the models, validation, and networks needed to extend building with climate-smart wood and align efforts on a national scale.

The CSWG envisions a future where the built environment becomes a climate solution, enabled by deeper connections between the building, sustainable forestry and wood products sectors. When we succeed, the building industry will have the support needed to align wood sourcing with unique project goals and demonstrate how sustainably sourced wood construction has a positive impact on climate, equity, and community outcomes.

The Climate Smart Wood Group is overseen by a Steering Committee consisting of representatives from the following organizations:

- Carbon Leadership Forum
- Ecotrust
- Forest Stewardship Council
- Magnusson Klemencic Associates
- Northwest Natural Resource Group
- Sustainable Northwest
- Washington Environmental Council
- World Wildlife Fund

### **The Opportunity**

Buildings are responsible for 40 percent of carbon emissions globally, including 11% embodied in building materials. The building community and their clients are looking for ways to reduce the environmental impact of the materials in their buildings. As a result, interest is growing in mass timber and wood construction as a solution to climate change. Yet frequently, project teams are stymied in their efforts to understand which products are climate smart, and how to procure these products on time and within budget. The Climate Smart Wood Group was founded to meet this need in the marketplace.

The Project Manager position offers the opportunity to engage industry leaders looking to transform the building industry. The position is supported by an existing network, committed partners, growing interest from the building community, and opportunity to provide positive climate, economic, and equity outcomes across North America.

### **Role Description**

The Climate Smart Wood Group emerged as an outcome of the [Leadership Summit for Climate, Wood & Forests](#) and is built around three key objectives:

- Develop a living definition of Climate Smart forestry based on current and emerging science and inclusive of a continuum of practices fit to varied forest settings.
- Provide procurement support to construction project teams seeking to source climate-smart wood, seeking to increase the supply of climate-smart wood products in the marketplace.
- Shift the building industry towards quantification and reporting the true carbon footprint of wood products through supporting uptake and best practice development for product-specific and whole building LCA.

The Project Manager will be the day-to-day lead on initiatives to advance these objectives directly, as well as in collaboration with organizations that make up the Climate Smart Wood Group Steering Committee.

This contract position is fully funded at approximately .5 FTE through the end of 2023, with an interest to establish a permanent role pending funding after that. Opportunities for flexibility and growth exist, with significant institutional support from Steering Committee members to grow the position to match the Project Managers' needs, skills, and interests.

The CSWG has nonprofit fiscal sponsorship through Sustainable Northwest (SNW), and the Program Manager position will report to the SNW Green Markets Director. The CSWG Steering Committee meets bi-weekly to advance the collective work, and provide strategic guidance and support, including fundraising.

### **Experience**

The ideal candidate will bring experience from wood products or construction sectors, be comfortable convening and facilitating stakeholder working groups, have experience leading or supporting fundraising or investment initiatives, and bring an entrepreneurial spirit to help build a start-up venture focused on making a positive impact on climate change.

Required Experience:

- 5+ years experience in the sustainable forestry, wood products, and/or building sectors.
- Experience guiding multiparty negotiations or coalition work.
- A working knowledge of wood product supply chains.
- Strategy development with diverse stakeholders.

- Independent task prioritization and time management.

Desirable Experience:

- An existing network within the forestry, wood products and/or building sectors.
- Scientific or technical background in one of these fields.
- Ecological knowledge or hands-on experience managing forest ecosystems.
- Development experience in a nonprofit or construction finance context.

**Key Roles and Responsibilities**

- **Strategic Development**
  - Facilitate development of strategic plan in partnership with the Steering Committee, including refining goals and developing a plan to achieve them.
  - Convene a planning work group to oversee the strategy development process.
  - Engage key stakeholders for input on needs in the marketplace, CSWG strategy, and long-term organizational structure.
  - Draft, share for consultation, revise and finalize a 3-year plan for the CSWG.
- **Project Management**
  - Schedule, develop the agenda and convene the Steering Committee on a bi-weekly basis.
  - Develop, update, and track progress against a work plan.
  - Schedule, develop the agenda and convene advisory bodies to advance work products related to procurement guidance and measuring impacts of sourcing choices.
- **Fundraising Support**
  - Provide support to the Steering Committee for on-going fundraising.
  - Develop and maintain a tracking list of potential funding sources.
  - Develop supporting materials about the benefits of the CSWG.
  - Participate in meetings with funders alongside Steering Committee members.
- **Case Study Development**
  - Identify practical examples of climate-smart wood use across North America.
  - Curate and disperse wood sourcing methodologies used by projects and supported by the Climate Smart Wood Group.
  - Conduct interviews with practitioners to document the key lessons learned related to approaching supply chain partners, sample wood procurement specification language, common challenges and solutions.
  - Draft, revise and finalize case studies based on input from practitioners and the Steering Committee.
  - Share methodologies used by projects to measure and communicate impacts.
  - Support development of a resource to help projects identify Climate Smart Wood products and vendors.
  - Engage a graphic designer and oversee design of final materials.

- Coordinate public webinars or events to share case studies and other CSWG products developed.

### **Structure**

The Project Manager will be under contract with Sustainable Northwest, which is the fiscal sponsor of the Climate Smart Wood Group. Project Manager will submit invoices on a monthly basis to Sustainable Northwest at a mutually agreed rate.

The CSWG Steering Committee meets via video conference every 2 weeks, which the Project Manager would assume responsibility to facilitate. During the “off-weeks” between Steering Committee meetings, the Project Manager will meet with one representative of Sustainable Northwest and one other designated Steering Committee member, whose focus will be on assuring grant funding deliverables are met and the Project Manager is appropriately supported and resourced for success. Other structured meetings, task prioritization and execution are to be determined between Project Manager and Steering Committee as needed.

### **Commitment to Diversity**

Climate Smart Wood Group is an equal opportunity employer. We encourage applications from candidates with diverse backgrounds and individuals from historically underrepresented groups, whose experience will strengthen our organization and innovations. We do not discriminate on the basis of an applicant or employee's race or ethnicity, national origin; gender, gender identity or sexual orientation; religion or creed; age, ability, or other legally protected status.

### **Hiring Process**

February 1 - 25, 2022: Application open

February 26- Mar 4: Application review, schedule introductory interviews.

Mar 7 - 11: First Interview.

Mar 14-18: Second Interviews.

Mar 21 - 25: Finalist interviews with full Steering Committee.

March 28 - April 8: Committee review & offer preparation.

April 15: Target offer date.

May 1: Target start date.

### **To Apply**

Please submit a proposal of maximum 5 pages including examples of relevant experience, a cover letter, resume and high level budget to [hmeganck@sustainablenorthwest.org](mailto:hmeganck@sustainablenorthwest.org) by February 25, 2022 to apply for the position. Incomplete submissions will not be considered. No phone calls or email inquiries, please. Applications will be accepted up until 5pm on February 25, 2022. We will begin reviewing applications on February 28, 2022. References will be requested of finalist candidates.