Climate Smart Wood Group Position Opening

POSITION TITLE: Contract Project Manager
APPLICATION WINDOW: Open until filled
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 28- Mar 15: Application review, schedule introductory interviews.
Mar 7 - 11: First Interviews
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 to apply for the position. Incomplete submissions will not be considered. No phone calls or email inquiries, please. We will begin reviewing applications on February 28, 2022. References will be requested of finalist candidates.

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**Work Plan from Bullitt Foundation Proposal**

**Q1 2022**
- Develop Terms of Reference for CSWG advisory body, and begin outreach with prospective members to discuss potential involvement.
- Identify 5-10 prospective funders and begin to engage them to solicit funding support.
- Develop job description for CSWG manager, advertise the position, and conduct interviews.
- Develop a working definition for a continuum of climate-smart forestry to move past the binary positions of today (“climate smart” vs “destructive”).
- Develop draft procurement guidance for climate-smart wood.
- Draft Terms of Reference for a consultancy to summarize available data on carbon impacts of different forest management practices.

**Q2 2022**
- Hire the CSWG project manager; work with her/him to update this work plan as necessary.
- Finalize assembly of CSWG advisory body.
- Solicit feedback from the advisory body to refine the continuum of climate-smart forestry.
- Solicit feedback from the advisory body to refine the draft procurement guidance for climate-smart wood.
- Develop a Scope of Work for a needs assessment, towards the goal of identifying how the CSWG can best support actors in the architecture, engineering, and construction sector to successfully source climate-smart wood.
• Identify opportunities to advance climate-smart wood through state-level policy, local government policy, federal level policy, and incentives.
• Continue fundraising efforts, towards the goal of securing 2-3 additional funders by the end of 2022.
• Identify 3-5 case studies showcasing different elements of climate-smart wood, focusing on distinct types of construction projects sourcing a variety of wood products from different origins and ownership types. The goals of the case studies will be to support other projects in setting and implementing wood sourcing goals, by sharing best practices about measuring the impacts of wood sourcing, and offering specific procurement guidance that other project teams can use.
• Develop materials for AEC professionals outlining best practices in climate-smart wood procurement.
• Take delivery of the final product from the consultancy on carbon impacts of different forest management practices.

Q3 2022
• Develop a rigorous methodology for integrating climate-smart forestry framework into the evaluation of wood products, and assigning a carbon benefit to wood sourcing.
• Develop the coalition, materials, and analysis needed to support policy efforts in the 2023 legislative session.
• Draft two case studies and distribute them to AEC leaders active in mass timber construction.
• Develop accessible and unbiased educational materials on existing LCA modeling practices for wood product EPDs and Whole Building LCAs (WBLCA).
• Convene AEC professionals to share climate-smart forestry continuum, procurement guidance, best practices materials.
• Initiate outreach with mills and landowners, and explore collaboration with the Climate Smart Wood Group.
• Gather data for needs assessment, including stakeholder outreach; draft needs assessment.

Q4 2022
• Explore integration of forest management into standardized carbon accounting frameworks such as: Whole Building LCA, Environmental Product Declarations (EPDs), and design optimization tools.
• Finalize needs assessment and develop a strategic plan for the CSWG.
• Publish two case studies, convene an event to launch case studies and present on lessons learned.
• Begin to develop two additional case studies.
• Convener stakeholders to share educational materials on existing LCA modeling.
• Develop coalition, materials, and analysis needed to support policy efforts in 2023 legislative session (ongoing).

Q1 2023
• Publish guidance on best-practices for the calculation of biogenic carbon for wood products in product selection, procurement, and WBLCA.
• Continue fundraising efforts, towards the goal of securing 2-3 new funders by the end of 2023.
• Advocate for legislative priorities to support climate-smart wood through the state legislature (e.g. Buy Clean, Buy Fair legislation in Washington State).
• Publish two case studies, organize an event to launch the case studies and present on lessons learned.
• Identify additional 3-5 case studies highlighting climate-smart wood.
• Develop guidance on best practice for calculation of biogenic carbon for wood products in procurement and Whole Building LCA.

Q2 2023
• Convene stakeholders to share guidance on best practice for calculation of biogenic carbon
• Begin development of two more case studies.
• Identify opportunities to advance climate-smart wood through state-level policy, local government policy, federal level policy, and incentives.

Q3 2023
• Develop coalition, materials, and analysis needed to support policy efforts in 2024 legislative session.
• Publish two case studies, organize an event to launch case studies and present on lessons learned.

Q4 2023
• Update and refine the strategic plan for next two years of Climate Smart Wood Group.
• Develop coalition, materials, and analysis needed to support policy efforts in 2024 legislative session (ongoing).