

# Position Available: Educational Programs Manager



**Green Ideas**™  
Environmental Building Consultants

Green Ideas Environmental Building Consultants provides support for building owners, and design, construction and facility management professionals who build and operate high performance, sustainable buildings. Our services include educational programs, energy and water efficiency consulting, LEED project management, product research, and design and implementation of sustainability and climate action plans. The Green Ideas' team manages over fifty LEED projects representing over 28 million square feet of space. Due to both the technical knowledge and practical experience of our principals and consultants, Green Ideas has become a recognized leader in the green building industry throughout the United States.

## **DESCRIPTION OF POSITION**

The Educational Programs Manager will oversee all developmental, organizational and administrative activities that facilitate both a smooth-running department and seamless client operations. Responsibilities include developing, marketing and selling educational programs, scheduling trainers, budgeting for the education department and minor bookkeeping. A successful candidate must demonstrate a background and skillset which will support the fulfillment of these responsibilities.

## **RESPONSIBILITIES**

- Maintain Green Ideas' industry leadership
- Develop working relationships with a variety of industries nationally in an effort to make Green Ideas their educational resource for green building education
- Develop new classroom (public and private) and web-based training programs as determined by management
- Oversee and update existing training programs (public and private) as required
- For Public Seminars:
  - Create schedules for seminars
  - Keep website and online store updated
  - Create and distribute marketing materials
  - Keep contact database updated
  - Be primary point of contact for clients
  - Coordinate payment tracking against merchant accounts
- For Private Seminars:
  - Create customized marketing programs targeting national trade associations and industry partners
  - Develop relationships with large corporations
  - Create customized educational programs
  - Generate, distribute and track training program proposals
  - Keep Private Training Forecast updated
- Develop and implement an annual business plan with timeline for the department's annual goals to include reports on progress as required to Green Ideas management
- Develop and manage an accurate budget for the education department to include monitoring financial activities on a monthly basis and provide quarterly reports as required to Green Ideas management
- Recruit and train instructors for all programs
- Administer continuing education requirements with key organizations (AIA, BOMA, USGBC, etc.)
- Develop and manage USGBC "Preferred Provider" program
- Maintain an accurate forecast for the Education Department

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- Maintain and coordinate expense accounts, reimbursements and management of accounts receivable/accounts payable with office administration
- Create and maintain tuition reimbursement programs
- Manage special events as required
- Develop, promote and distribute other Green Ideas branded products as determined by management
- Oversee tasks such as generation of proposals and invoices for educational programs
- Oversee development, marketing and promotion of all training programs nationally and internationally through website, print advertising, media alerts, networking with our national association members and industry partners and other mediums as they present opportunities
- Develop and brand training related documents in approved Green Ideas format
- Edit technical training documents generated by consultants and apply to programs
- Maintain an orderly and efficient office environment
- Coordinate travel arrangements for trainers with office administration
- Maintain contact database and company training calendar
- Respond to client requests and inquiries in a professional and expedient manner
- General support of management staff as it relates to training

### **EDUCATION AND EXPERIENCE**

- Degree in business, communications, education, construction or related field
- 5+ years related experience with demonstrated professional advancement
- Demonstrated sales experience
- LEED Accredited Professional

### **SKILLS**

- Excellent organizational and writing skills including ability to edit technical and analytical information
- Expertize in MS Word, Powerpoint, Excel and Outlook with an aptitude to learn new software
- Ability to clearly and effectively communicate ideas both in writing and verbally
- Listening perceptively and conveying understanding of communication
- Ability to synergize well with the Green Ideas team in a flexible manner
- Ability to effectively manage multiple projects and programs in a fast-paced and high-demand environment while producing successful financial outcomes

### **SALARY RANGE**

TBD. Green Ideas offers a market-competitive salary that is appropriate to the applicant's experience level. Green Ideas also offers a market-competitive package of benefits.

### **APPLY FOR THIS POSITION**

Please send a letter of interest and a resume to [careers@Egreenideas.com](mailto:careers@Egreenideas.com)