



Green Champion Job Description

Volunteer Position: The Green Champion is a staff person, volunteer or board member of the grantee organization and is responsible for raising awareness of sustainability efforts, and making energy efficiency &/or green building practices central to the organization's mission and operations.

Green Champions are responsible for completing baseline, interim and final evaluation surveys, as well as tracking utility data on a monthly basis through ENERGY STAR Portfolio Manager (ESPM). **They are the primary contact between the grantee organization and Grants to Green partners (the Community Foundation, Southface and Highland Nonprofit Consulting, LLC.) They can be a staff person, volunteer or board member, but will be in direct contact with Grants to Green partners on a regular basis in order to fulfill all grant requirements.** The individual, paid staff or volunteer, should be clearly accountable to the organization, have deep knowledge of day to day operations, and be easily accessible and available for learning, sharing, convening and evaluation support.

Roles and Responsibilities

The Green Champion will provide a wide range of services including but not limited to:

Energy conservation &/or green building learning and sharing (internal and external)

- Participate in energy conservation &/or green building learning and networking opportunities with other Grants to Green award recipients (ex: Greenprints Conference)
- Champion energy efficiency &/or green building in the organization by helping the Board and staff learn and decide how the organization will take forward the work of energy conservation &/or green building in the long-term; document decisions; Champion the implementation of environmentally sustainable office policies/operations.
- Plan and facilitate energy conservation &/or green building meetings and trainings with relevant organizational staff, constituents and other Grants to Green Awardees; Host meetings and conduct facility tours to spread "green" news
- Formally communicate regularly about organization's energy conservation &/or green building efforts (i.e. website, newsletters, newspapers, etc.)
- Present at meetings, forums, webinars, workshops, conferences, etc.

Evaluation

- Provide input on the evaluation framework to be developed for the organization's Assessment award or Implementation grant and the Grants to Green program as a whole
- Regularly track monthly nonprofit utility usage; directly responsible for entering information into ENERGY STAR Portfolio Manager (ESPM), creating data summaries and analyzing data
- Provide data summaries as necessary to support organization's and Grants to Green evaluation in partnership with the Grants to Green staff

Time commitment

- Estimate 5 – 15 hours per month

Skills and Qualities for Success

- Willing to engage with nonprofit constituents and the public about green issues
- An interest in environmental sustainability
- Good verbal communication skills
- Enthusiasm for the role
- Willing to attend events related to environmental sustainability

Benefits

- Training will help refine your/organizational knowledge of sustainability issues, local resources and effective communication
- Learning and networking with a team of Green Champions from other nonprofits
- Strong role in building a sustainable metro-Atlanta region