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## Sustainability Team Leader

### Career Description

There is an art and a science to buildings that makes working with them a unique experience. Creativity and passion for understanding the science behind buildings has led Cyclone Energy Group to become internationally recognized as a premier high-performance building consulting firm. The art is what makes us unique in how we apply translating complicated technical information into clear and concise decision making tools that enable our clients to advance their buildings.

As Sustainability Team Leader, you are a terrific communicator and have a curiosity that drives you to solve problems. You enjoy working in a fast-paced environment and being part of a collaborative team. You are a self-starter, responsible and manage your time effectively. You understand that the fundamentals of science and simplicity are the key to solving big problems with our indoor and outdoor environments. You respect clients who don't always appreciate or understand the little details – but still demand answers and responsiveness.

As the Sustainability Team Leader for Cyclone Energy Group, you will enter into a highly entrepreneurial environment and be given the opportunity to build off of a solid foundation. You complement our team of talented engineers, architects and analysts and work directly with our world-class clients. You will be challenged to reduce the environmental footprint of not only our clients, but also our company.

### Key Responsibilities

#### Leadership

- Meet with fellow Team Leaders from Simulation, Commissioning and Energy Engineering to coordinate.
- Create and maintain Environmental Social Governance documents for the company.
- Create and maintain company initiatives and policies to reduce our environmental impact.
- Create and maintain office health, safety and wellness certifications and policies.
- Present to conferences, clients and team members on thought leadership topics.

#### Management

- Manage priorities and schedules for the Sustainability Team.
- Monitor sustainability, health and wellness project efficiency and recommend changes to workflow or project fees.
- Conduct quality control of deliverables, studies, and reports for client readiness.
- Encourage the growth of team's technical abilities and understanding through development of internal and external resources, including training.
- Perform annual performance reviews with team members with a mid-year check in.
- Help create team goals and monitor success.

## **Business Development**

- Develop and grow relationships with key clients.
- Help prepare proposals, estimates and qualifications for new projects.
- Review new opportunities with the business development team.
- Attend and participate in monthly Business Development meetings.
- Update the Client Relationship Database with opportunities.
- Help develop marketing materials related to sustainability, health and wellness.

## **Technical**

- Lead key client meetings for kick-offs, progress updates and reports on sustainability, health and wellness projects.
- Understands client and industry needs and trends to grow new business as it relates to new programs, certifications, ordinances, laws, regulations, etc.
- Provide training to clients and team members on sustainability, health and wellness programs.
- Serve as the responsible charge overseeing LEED, Green Globes, WELL, ILFI, NGBS and certification programs.
- Optional: Lead or participate in the WELL Performance Verification program.
- Optional: Lead or participate in the ILFI and LEED Indoor Air Quality testing programs.