



INSTITUTE FOR
**Sustainable
Communities**

President • Institute for Sustainable Communities

Position Guide • March 2023

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President
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OVERVIEW

Position	President
Reports to	Board of Directors
Location	Montpelier, VT or Remote Work Location



INSTITUTE FOR
**Sustainable
Communities**

OUR VISION

A peaceful and healthy planet for humanity.

OUR MISSION

ISC's mission is to create equitable climate change solutions around the world. We do this by forming collaborative, people-focused partnerships that support communities disproportionately impacted by the global climate crisis.

ISC'S CORE VALUES

- Equity
- Integrity
- Sustainability
- Collaboration
- Accountability

ABOUT THE INSTITUTE FOR SUSTAINABLE COMMUNITIES

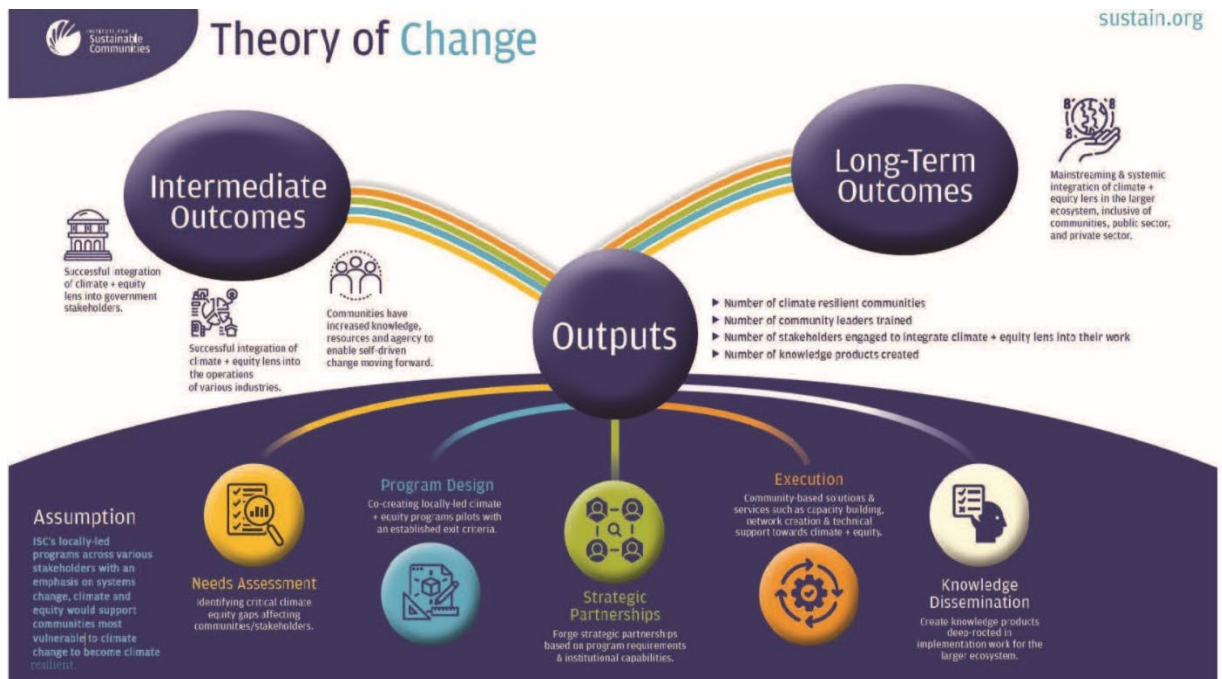


ISC is an international, non-profit organization with a mission to support communities by creating, implementing and scaling equitable climate change mitigation and resilience solutions for those most profoundly impacted by the global climate crisis by forming collaborative, people-focused partnerships.

Our approach ensures that solutions emerge from within the community, rather than being imposed from the outside. By sharing international best practices and experiences, providing technical expertise and training and building the capacity of local organizations, we are supporting innovative solutions and sustainable change.

Since our founding in 1991 by former Vermont Governor Madeleine M. Kunin and the former ISC President George Hamilton, ISC has led transformative, community-driven projects across the globe. Over the years, we have developed an approach that supports a community's ability to meet challenges head on. ISC now works in partnership with government agencies, businesses, universities and other organizations to develop practical solutions that reduce harmful emissions and improve people's lives in the United States, China, India, Bangladesh and the Mekong.

Our approach is an effective, authentic and lasting way to achieve community transformation.



ISC'S THEORY OF CHANGE

ISC's theory of change defines not only the change we wish to see in the world, but also how we achieve it. This is a critical tool for strengthening our programmatic focus and our ability to measure impact. We believe communities, their people and their institutions can create change when they have the right knowledge and skill, strong connections, effective institutions, investment opportunities and the ability to access and test solutions. But the real impact comes with scale, which is why we focus on locally-led programs across various stakeholders with an emphasis on systems change, climate, and equity to support communities most vulnerable to climate change as they become climate resilient.

Our programs focus on building a culture of collaboration, fostering greater equity and inclusion, transitioning to a low-emission economy and becoming more resilient in the face of climate disruption.

We embrace equity and inclusion as a fundamental value and seek to fully embed them in our programs, institutional culture and internal practices. ISC believes in dignity, fairness and equal opportunity for all human beings. ISC understands that people who have contributed the least to the global climate and environmental crisis suffer the most from its ill-effects. And that a history of discriminatory policies and practices have significantly increased the vulnerability of many communities.

Therefore, it is essential that climate and environmental solutions that ISC implements are inclusive and equitable and focused on strengthening the most vulnerable communities. ISC actively engages with and works in partnership with frontline organizations serving disproportionately impacted communities, including people of color, women and people of low economic status. ISC opposes racism and discrimination in all of its forms. We strongly believe that equity and inclusion are fundamental to building healthy, prosperous and peaceful communities.



Goal 1: Build world-class programs that accelerate equitable climate change mitigation and resilient climate solutions.

- Embed equity in climate change solutions.
 1. Ensure each program is created with a strong, results-based framework (RBF) that incorporates ISC’s mission.
 2. The process of the program work includes engaging with partners, such as NGOs, academic institutions, think tanks and/or corporations to amplify and scale ISC’s impact.
 3. Outcomes of program work inform relevant industry and government entities in order to influence their work to facilitate systems change.
- Scale global programs with a focus on locally-led climate solutions.
 1. Programs adhere to ISC’s global community and industry focus. Community focus is vulnerable/disinvested communities. Sector foci are energy, built environment, and supply chain and manufacturing (with an emphasis on the auto, fashion, chemical/pharma sectors).
 2. Programs support local communities by increasing knowledge, resources and agency.
 3. Where possible, global program teams collaborate on crosscutting themes of ISC’s work, including on health impacts of climate change, gender equity and youth engagement.
- Embed measurement and evaluation to demonstrate impact and increase accountability.
 1. Ensure each program’s strong results-based framework includes measurable indicators.
 2. Develop tools, systems and processes for data collection with appropriate level of governance.
 3. Publish yearly impact reports.

Goal 2: Position ISC as a thought leader within the equitable climate solutions space.

- Facilitate knowledge sharing among stakeholders at the intersection of climate and equity.
 1. Ensure programs create Knowledge Products (KPs); ISC’s thought leadership comes from its program work outcomes.
 2. External dissemination of our program outcomes; written pieces, blogs, podcasts, events/webinars, etc.
- Create brand recognition among critical stakeholder groups/key target audiences.
 1. Equip staff with the tools needed to talk/present about ISC and its programs in a consistent and authentic manner across all channels/venues.
 2. Develop consistent and compelling content that can be utilized in multiple ways for increased visibility and engagement. Include a variety of perspectives such as who we are, what we do, how we do it and why; partner stories; deep dives, etc.
 3. Create a strong web presence where stakeholders and partners can learn about ISC, find KPs, case studies, news and thought leadership pieces.

Goal 3: Strengthen organizational health.

- Fortify financial health.
 1. Adhere to a three-year financial plan discipline (including level of reserves) to “underwrite” the strategic plan.
 2. Maintain and enhance financial systems to accurately report against that plan over the three-year period for robust decision making.
 3. Build a strong and robust development function to facilitate revenue generation.
 4. Set and meet fundraising targets.
- Build an equitable people-centric organization.
 1. Establish a values-based framework for performance management, collaboration and feedback.
 2. Establish standards for employment practices.
 3. Establish an equitable culture and environment that enhances the employee lifecycle and supports recruitment.
 4. Establish internal learning and development (mentorship and sponsorship).

- Build a robust management system.
 1. Develop and ensure adoption of a comprehensive internal Knowledge Management System (KMS) across all departments, supported by logical structures and processes.
 2. Establish a comprehensive approach to information technology in both tech stack and the policies and procedures that support healthy IT systems.
- Create and maintain effective communication infrastructure to support Goals 1 and 2.
 1. Evaluate and maintain the necessary internal communications structures and processes to enable effective external communication with identified stakeholders, partners, funders and key collaborators.
 2. Share comms resources, as appropriate, and provide training on branding guidelines; also ensure team members understand workflow for sharing information (contacts, funder information, MOUs, etc.) so it is inputted into correct systems.

THE OPPORTUNITY & POSITION SUMMARY

With ISC's firm commitment to equity and developing solutions in partnership with affected communities, ISC is an internationally respected and trusted organization built on the core value and model of community engagement. It is a leader and the pioneer in providing knowledge and technical assistance that leads to locally developed and scalable solutions to the existential effects of climate change. With more than 100 projects in the United States, China, Bangladesh, India and the Mekong, the President of ISC will have the opportunity to bring visibility and brand identity to ISC's record, unite the internal team around a shared vision for success, crystallize the expression of ISC's mission and continue to develop scalable programs to meet the needs of the communities it serves.

The new President will lead implementation of a new Strategic Plan, work closely with staff and increase resources. Within the strategic plan, the new President must focus on branding and awareness, fortifying the current programming and culture and building the pipeline of projects for climate equity at both the domestic and international levels.

Reporting to the Board of Directors and working with a passionate and committed staff of 57 individuals, the ISC President is responsible for the overall leadership and management of this \$10 million Institute, including strategic direction, finances, fundraising, programs, staff and external relations with funders, community partners and others. The President is charged with achieving the mission and goals of ISC in a manner that is fiscally sound and reflects best practices in nonprofit management.

With a solid international reputation, comprehensive community-centric programming and a record of scalable solutions, ISC is poised for advancement as it seeks to build upon its success helping communities around the world.

ISC seeks a proven, accomplished leader, with a deep passion for the mission. This person will bring a courageous and inspiring vision to ISC, as well as the ability to lead and execute bold strategic plans that produce effective and trusting international and domestic partnerships, dissemination and scaling of best practices, brand visibility and financial sustainability for the organization.

The candidate must demonstrate experience in organizational management and the ability to build and nurture a culture that is grounded in a shared vision, vibrant in teamwork, supported by mutual respect and unrelenting in its pursuit of quality solutions to the negative impacts of climate change. An understanding of how to form collaborative, people-focused partnerships is essential, as is the proven ability to lead a staff that is diverse with respect to race, culture, nationality, gender and generational differences. The ideal candidate will have a strong focus on both climate impact and equity. This person must be ready to join with the Board and staff to lead ISC in pursuing new strategic goals in conservation and advocacy within a framework of racial equity and social justice.

A bachelor's degree from a four-year accredited college or university is required; an advanced degree is strongly preferred. The candidate must have a minimum of five to ten years of senior managerial experience leading a nonprofit or private organization. Background in nonprofit education, working with minority, refugee or low-income communities is preferred. Fluency in more than one language is highly desirable. While ISC headquarters are located in Montpelier, Vermont, the organization is highly decentralized across multiple continents and remote applicants are welcome to apply.

The skills and qualities we seek in the President of ISC include:

- **Commitment to Diversity, Equity and Inclusion.** The ideal candidate must have experience working with diverse communities and a record of commitment to diversity of thought throughout the organization. They will bring the focus and skills required to build a strategic approach to equity and inclusion as a lens for all ISC operations, partnerships and activities.

- **Commitment.** First and foremost, the President of the Institute for Sustainable Communities must have a passionate commitment to climate equity and to the mission of partnering with affected communities to mitigate and build resilience against the negative and devastating impacts of climate change.
- **Executive Leadership.** The CEO will have the hard skills and competencies to provide oversight for the operational and financial management of a complex, multi-faceted organization. The individual must be a strategic thinker and decision maker who creates a team environment, leads with positivity and strength and who is able to realistically/confidently navigate expectations of shared power through a healthy and intentional reliance on staff.
- **Fundraising.** The CEO will have strong experience in fundraising and have the ability to put in place and implement a plan for building a strong fundraising base. This would include working with senior development staff to build and cultivate a network of relationships to support the acquisition of major gifts and grants from foundations, corporations, individuals and the public sector at the local, state or national levels.
- **Marketing & Communication.** The President will be a persuasive and authentic communicator who brings expertise in communicating a complex mission and building organizational branding. Candidates will be able to build relationships with all people in ISC's sphere - from staff and board members to community-based partners, international NGOs and government officials. Experience in building and communicating brand identity will be essential, along with the ability to articulate an organization's unique value in the market.
- **Team Building and Mentoring.** The CEO will hire, cultivate, develop and inspire a cohesive, high-performing team of staff who will embody organizational values of equity, integrity, sustainability, collaboration and accountability. The CEO will have the temperament and skills to continue the development of talented staff as well as a demonstrated ability to bring passion, vision, direction, business discipline and inspiration to the organization. The successful candidate will be a good listener and open to dialogue and critical conversations that lead to shared success. A management approach that is accessible, collaborative and empowering must be demonstrated and balanced by unwavering results-oriented accountability.

- **Financial and Contract Management.** The CEO will have the financial expertise to effectively manage the organization's budget, properly allocate resources, and forecast trends and changes. It is critical that the CEO have the skills to manage the complex finances of an organization with significant funding from state and federal contracts. A demonstrated history of leading an organization through change and growth will be especially valuable. The candidate should have a keen understanding of their role as steward with extensive experience in cultivating, managing and overseeing long-term projects and initiatives.

Compensation and Benefits

The salary range for this position is between \$250,000 to \$275,000 and will be commensurable with experience.

ISC offers a generous and comprehensive benefits package, including but not limited to 13 scheduled holidays per year, 4 floating holidays, generous Paid Time Off, group health, dental and vision insurance, as well as a retirement plan.

How to Apply

To apply, please submit a current resume and letter of introduction, as soon as possible, to Kittleman & Associates, LLC.

→ [SUBMIT YOUR APPLICATION TO KITTLEMAN ONLINE](#)
[\(CLICK THE APPLY BUTTON AT THE BOTTOM OF THE PAGE\)](#)

Equal Employment Opportunity Statement

ISC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability or genetic information. In addition to federal law requirements, ISC complies with applicable state and local laws governing nondiscrimination in employment in every location and country in which the organization operates. Candidates do not need to be U.S. Citizens but must be legally authorized to work in the United States.

All qualified candidates are strongly encouraged to apply.