



March 26, 2021

## **Sustainability Director** **12-Month Administration Position**

**POSITION TITLE:** Sustainability Director  
**REPORTS TO:** Head of School

*"At HPA, we believe our campus can become a living laboratory that sends engaged citizens and agents of change into the world. We must raise up a generation of problem-solvers, recognizing that our young people will face both the burden and the opportunities of a new ecological paradigm."*

*-- HPA Sustainability Plan*

With the adoption of HPA's Sustainability Plan in April, 2019, our Board of Trustees set us on a path to become one of the top independent schools in the world when it comes to educating about and practicing sustainability. The Plan lays out the broad strokes of a comprehensive approach to sustainability, one that covers our use of resources and land, the development and implementation of curriculum, the support and growth of leaders, community outreach, and health and wellness. It is both ambitious and possible, inspiring and challenging, optimistic and realistic. If we imagine having accomplished all our goals in this plan ten years from now, then HPA will be among the greenest schools in the country and stand out as a venue where future national and global sustainability leaders began their journey.

*"Over the next 50 years, HPA will send nearly 6,000 graduates into the world. Through the HPA Sustainability Plan, we will ensure that every one of them is equipped to become a sustainability influencer—no matter what profession or walk of life they choose."*

*-- HPA Sustainability Plan*

We are seeking an exceptional leader and collaborator to guide our efforts on campus and champion our connections off-campus. This work requires us to establish partnerships with like-minded individuals and organizations—locally, nationally, and globally—to harness the power of collective efforts. Our Sustainability Director will not only build relationships with the Mayor's office, state leaders and federal agencies but will also work to align our current and future sustainability goals with the state's 2050 plan and potentially participate in Hawaii Green Growth's Aloha Plus Challenge. Further, the new Sustainability Director will position HPA at the forefront of independent schools in the area of sustainability education and action.

*"Through this plan, we seek to inspire the ingenuity that a regenerative way of living will require. We aim to achieve a fundamental reorientation of our school-wide culture. We strive to send young adults out into the world with a head-start on environmental leadership and stewardship. We hope to provide a model from which other schools can learn. We will strengthen partnerships here on Hawai'i Island to increase sustainability across our local communities."*

*-- HPA Sustainability Plan*

### **POSITION SUMMARY:**

The HPA Sustainability Director is responsible for the implementation and management of the sustainability objectives set forth in the Hawai'i Preparatory Academy Sustainability Plan. This position will lead our commitment to integrate sustainable practices (knowledge, attitudes, and behaviors) into our physical plant, educational programs, and organizational culture. The Sustainability Director will also execute our monitoring and reporting on progress in meeting our Sustainability Goals as well as coordinate sustainability councils and actively engage with students, employees, and our community as we work to achieve regenerative sustainability.



**ESSENTIAL RESPONSIBILITIES:**

1. Supervision and Leadership
  - a. Advise on sustainability projects and practices incorporated in curriculum and operations.
  - b. Develop curriculum and teach one section of a sustainability course (Upper School).
  - c. Direct sustainability behavior campaigns and competitions on both campuses.
  - d. Manage sustainability projects in Student Work Program and Campus Work Days.
  - e. Take a leadership role in strategic planning and budget management for sustainability across HPA.
  - f. Chair the HPA Sustainability Council.
  - g. Coordinate Student Sustainability Council and Konohiki (community advisors) Council.
  
2. Engagement and Collaboration
  - a. Represent HPA at sustainability conferences and workshops, presenting our goals and achievements.
  - b. Serve as HPA representative in community initiatives.
  - c. Identify, connect with, and foster relationships with organizations leading efforts in sustainability.
  - d. Establish and maintain communications with local and state-wide policy makers, as well as other schools leading sustainability efforts across the nation.
  - e. Work jointly with faculty to establish, support, and manage living laboratories (i.e. composting program, beehives, bike repair and education room, and farm-to-table initiatives).
  - f. Collaborate with Flik (our cafeteria vendor) to implement sustainable dining practices including increasing the percentage of local /organic food purchased year by year, improving food waste diverted from the landfill, and increasing green dining products purchased (i.e. to go containers, packaging, etc.).
  - g. Collaborate with the Business Office to coordinate and expand sustainable purchasing guidelines, materials recycling, and green cleaning, maintenance, and operation practices.
  - h. Collaborate with the Advancement team to create sustainability reports, surveys, articles, and multimedia content to support and promote sustainability initiatives.
  - i. Collaborate with Facilities Maintenance team to increase alternative modes of transportation and electric vehicles within HPA.
  - j. Manage sustainability tours of HPA campus to academic classes, the campus community, community partners, and guests.
  - k. Lead and implement department assessment efforts for greenhouse gas inventories, climate action plans, and student engagement initiatives.
  - l. Willingness to continue to learn about sustainability and travel if/when required.
  
3. Project Management
  - m. Direct and serve as project manager for sustainability initiatives including planning, implementing, and reporting results.
  - n. Identify and implement best practices for meeting Sustainability Goals as defined in the Sustainability Plan.
  - o. Participate in renovation and new construction planning and implementation to ensure projects align with sustainability goals.
  - p. Co-partner with the maintenance team to manage energy, water, and facility improvement projects, ensuring all renovation and new construction projects align with sustainability goals.
  - q. Report achievements and outcomes in an annual sustainability report to HPA leadership team.

**KEY STRENGTHS AND SKILLS**

1. Ability to lead the broad cultural and organizational change management required by a sustainability initiative.
2. Strong systems thinker, able to identify leverage points, roadblocks, and opportunities across a system.
3. Driven charismatic leader, able to incite excitement of a vision and maintain buy-in over the evolution of a program.



4. Culturally sensitive and a great listener, who is able to learn from the people, processes, and history of a place in order to define the best path forward.
5. Strong verbal, written, and visual communication skills.
6. Strong leadership and collaboration skills to chair meetings, train staff, engage students, problem-solve, and evaluate business needs for existing and new projects.
7. Ability to work with diverse audiences and an understanding of the intersectionality of environment, economics, and social justice within sustainability.

**MINIMUM QUALIFICATIONS:**

1. Bachelor's degree in sustainability, environmental studies, environmental communications, education, engineering or equivalent work experience.
2. Minimum five years professional experience in coordinating, organizing, and implementing sustainability programs and events within schools or for large organizations.
3. Experience managing student engagement and leadership programs.
4. Demonstrated project management experience and collaboration skills in working with different committees, organizations, and audiences.
5. Ability to establish and maintain positive working relationships and communicate effectively with students, colleagues, and families.

**PREFERRED QUALIFICATIONS:**

1. Master's degree in environmental affairs, student affairs, environmental communications, green building, sustainability, or related field.
2. Demonstrated ability to successfully create new projects within a K-12 setting, understanding of how to institutionalize ongoing and new sustainability efforts, and how to develop programs that advance HPA's strategic objectives and mission.
3. Demonstrated knowledge of sustainability policy, practices, processes, and assessment (annual reports, strategic planning, return on investment calculations, climate action plan, greenhouse gas inventories, etc.).
4. Experience with high-ranking and innovative sustainability programs.
5. Familiarity with Hawai'iian culture and experience working and living in Hawai'i.
6. Teaching experience.

JOB STATUS: Exempt

***Interested candidates should forward a letter of interest, resume, and completed HPA Faculty Application and three recommendation letters to [hr@hpa.edu](mailto:hr@hpa.edu). Please put in the subject line of the email "Sustainability Director application."***

**Closing date: Open until filled.**

**Contact: Michelle Guppy, Director of Human Resources P: 808-881-4054 E: [hr@hpa.edu](mailto:hr@hpa.edu)**

*HPA is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, ancestry, sex including gender identity or expression, sexual orientation, age, disability, status as a protected veteran, status as a qualified individual with a disability, marital status, arrest and court record, credit history, status as a victim of domestic or sexual violence, among other things, as provided for by State and Federal law status, arrest and court record, credit history, status as a victim of domestic or sexual violence, among other things, as provided for by State and Federal law.*