



Job Title: Director of Climate Action Programs

Department: Programs

Reports To: CEO

FLSA Status: Exempt

Salary: \$95,000-\$125,000

Position Summary: The Community Office for Resource Efficiency (CORE) is seeking a highly skilled and motivated Director of Climate Action Programs to join our team and play a pivotal role in driving the success of our building decarbonization programs. This position is critical to advancing our mission to urgently reduce carbon emissions by optimizing efficiency, electrification, and resiliency of the built environment, while advancing innovative climate-saving solutions. As a key member of the Senior Leadership Team, you will report directly to the CEO and lead a high-performing team in achieving objectives aligned with CORE's strategic goals. If you are a candidate with demonstrated experience leading, managing, and developing a team at an operational level with strategic abilities, we want to hear from you.

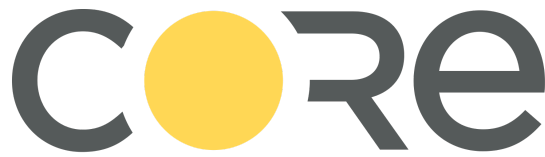
Key Objectives:

- **Swift and Impactful Action:** Address climate change with urgency and effectiveness, ensuring our efforts yield measurable results.
- **Enhanced Capacity:** Expand our ability to combat the climate crisis by developing ambitious yet achievable climate initiatives.
- **Alignment with Community Priorities:** Demonstrate how climate action can meet and support the diverse needs of our communities.
- **Bridging Ambition and Action:** Close the gap between our high climate goals and tangible, measurable outcomes.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Project Management

- Responsible for directing, developing, and supervising the activities of the Building Performance Hub, including but not limited to residential, commercial, and multifamily energy advising, energy assessments, incentive programs, and benchmarking programs.
- Develop and execute comprehensive project plans, including scope, objectives, deliverables, and timelines.
- Monitor project progress, identify obstacles, and create working solutions.



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- Ensure projects are delivered on time, within scope, and on budget.
- Work closely with other department leads to ensure programmatic alignment with CORE's Marketing and Development teams.

Team Leadership

- Supervise, manage, and develop Program team members.
- Lead and motivate teams, ensuring clear communication and alignment on individual, team, and organizational goals.
- Serve on the Senior Leadership Team as the Program team representative on strategic planning, collaborative problem solving, and budgeting.
- Foster a collaborative, high-performance, and values-aligned team culture.
- Provide guidance and mentorship to team members.

Subcontractor Engagement

- Identify, engage, and manage external partners and subject matter experts to support project objectives.
- Collaborate with partners to establish project expectations, deliverables, and timelines.
- Monitor partner performance and ensure alignment with project goals.

Stakeholder Communication

- Communicate project progress, obstacles, and successes to internal and external stakeholders like our partner communities.
- Scope annual contracts with our partner communities.
- Facilitate meetings, presentations, and status updates.
- Address stakeholder concerns and maintain strong relationships.

Competencies: To perform the job successfully, an individual should demonstrate the following.

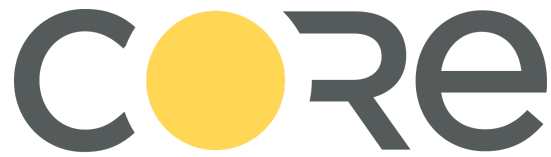
Communications - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.

Customer Service - Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Dependability - Commits to doing the best job possible. Follows instruction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance. Takes responsibility for own actions.

Planning & Organization - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.

Quality Control - Fosters quality work in others by setting clear quality requirements, identifying and implementing process improvements, and measuring based on key outcomes. Solicits and applies customer feedback.



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Use of Technology - Adapts to new technologies. Demonstrates required skills. Keeps technical skills up to date. Troubleshoots technological problems. Uses technology to increase productivity.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **Education:** Bachelor's degree in Environmental Science, Public Policy, Sustainability, Engineering, or a related field; a Master's degree is preferred.
- **Experience:**
 - A minimum of 5–7 years of experience in building science, climate action program management, sustainability, or a related field.
 - Demonstrated experience leading, managing, and developing teams at an operational level.
 - Proven track record of successful project management, with a focus on delivering measurable outcomes.
 - Strong knowledge of building decarbonization strategies, building science, energy efficiency programs, and climate science.
 - Budget setting, tracking, and reporting experience.
- **Other Skills & Requirements:**
 - Exceptional communication skills, both written and verbal, with the ability to engage diverse stakeholders effectively.
 - Strong analytical and strategic thinking abilities to align projects with organizational goals.
 - Proficiency in project management and CRM software and tools is preferred.
 - Strong customer service orientation and unparalleled commitment to excellence with clients and community partners.
 - Flexibility and adaptability to the changing demands of a small organization.
 - Fluency in English, bi-lingual in English/Spanish or multilingual is preferred.
 - Valid Colorado State Driver's license and ability to be insured.

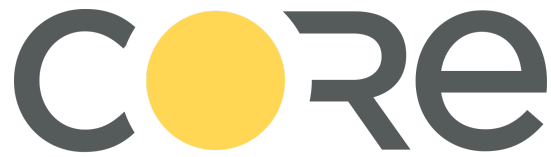
Language Ability:

Read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Respond to inquiries or complaints from customers, agencies, or members of the business community. Write speeches and articles for publication.

Mathematical Ability:

Work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:



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Define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Understanding of basic office applications including MS Office (Word, Excel, Outlook).

Supervisory Responsibilities: This position does have supervisory responsibilities.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must wear appropriate clothing to meet the public. Business casual for the office is preferred.
- Subject to multiple daily demands.
- May require work on weekends or evenings.
- Hybrid office working location.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Remaining in a stationary position, often standing or sitting for prolonged periods.
- Repeating motions that may include the wrists, hands, and/or fingers.
- Communicating with others to exchange information.
- Adjusting or moving objects up to 20 pounds in all directions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Salary and Benefits:

- Hiring range: \$95,000-\$125,00 per year. Salaried, full-time/exempt.
- \$0 premium, low deductible health insurance.
- Option to purchase health insurance for dependents.
- Low cost dental and vision insurance.
- \$750/year health benefit, which can be applied to a reduced-price ski pass.
- 3% Simple IRA retirement contribution, requiring employee match.
- Paid time off.
- 10 paid holidays per year.
- CORE's office is in Pitkin County, which means that employees are eligible for the Aspen Pitkin County Housing Authority (APCHA) program, including rental housing for employees in Pitkin County independent of work history duration, and for-purchase housing for employees in Pitkin County with a work history of four years or longer. Please note that both rental and for-purchase housing are highly competitive, and CORE is not able to guarantee housing for staff through APCHA or otherwise.



To Apply: Submit your cover letter and resume to tara@aspencore.org by October 3rd, 2025.