



Skills and Responsibilities for Sustainability Staff

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Sustainability professionals manage and support sustainability programs across an organization. They guide and support the business in defining social and environmental objectives, work with internal stakeholders to build plans to achieve them, and ensure compliance with internal and publicly-announced goals and commitments.

Often the sustainability professional will serve as an internal consultant to enable cross-functional execution of the sustainability strategy, and enable and support external stakeholder engagement. A wide variety of skill sets are required including strategic planning, creative problem-solving, research and data-driven analytical skills, project management, and partnership development.

A Bachelor's degree in sustainability, [environmental science](#)/engineering or other relevant field is typically required. Higher education in Business Sustainability Management may be required depending on the level of the job.

Job responsibilities can include:

- Develop strategies to address issues such as energy use, resource conservation, recycling, pollution reduction, waste elimination, transportation, education, and building design.
- Implement organizational process or policy changes.
- Develop sustainable organizational policies or practices.
- Supervise employees or volunteers working on sustainability projects.
- Supervise workers performing environmentally sustainable activities.
- Research environmental sustainability issues, concerns, or stakeholder interests.
- Identify environmental concerns.
- Develop methodologies to assess the viability or success of sustainability initiatives.
- Develop procedures to evaluate organizational activities.
- Monitor and evaluate effectiveness of sustainability programs.
- Evaluate program effectiveness.
- Evaluate and approve proposals for sustainability projects, considering factors such as cost effectiveness, technical feasibility, and integration with other initiatives.
- Analyze data to determine project feasibility.
- Evaluate environmental or sustainability projects.
- Develop, or oversee the development of, marketing or outreach media for sustainability projects or events.
- Develop marketing plans or strategies for environmental initiatives.
- Manage outreach activities.
- Develop, or oversee the development of, sustainability evaluation or monitoring systems.

- Develop sustainable organizational policies or practices.
- Manage control system activities in organizations.
- Create and maintain sustainability program documents, such as schedules and budgets.
- Schedule activities or facility use.
- Maintain operational records for green energy processes or other environmentally-sustainable activities.
- Direct sustainability program operations to ensure compliance with environmental or governmental regulations.
- Direct organizational operations, projects, or services.
- Identify educational, training, or other development opportunities for sustainability employees or volunteers.
- Develop sustainability reports, presentations, or proposals for supplier, employee, academia, media, government, public interest, or other groups.
- Prepare operational progress or status reports.
- Present sustainable products or services information to the public.
- Review sustainability program objectives, progress, or status to ensure compliance with policies, standards, regulations, or laws.
- Evaluate green operations or programs for compliance with standards or regulations.
- Formulate or implement sustainability campaign or marketing strategies.
- Develop marketing plans or strategies for environmental initiatives.
- Identify and evaluate pilot projects or programs to enhance the sustainability research agenda.
- Identify opportunities for green initiatives.
- Evaluate program effectiveness.
- Conduct sustainability- or environment-related risk assessments.
- Write project proposals, grant applications, or other documents to pursue funding for environmental initiatives.
- Prepare proposals or grant applications to obtain project funding.
- Write and distribute financial or environmental impact reports.
- Prepare financial documents, reports, or budgets.