

**Title:** Sustainable Business Program Manager

**Reports to:** President

**Hours:** Full-time (40 hours per week), Occasional evenings or weekends

**Location:** Grand Rapids, Michigan

**Starting Pay:** \$38,000-\$40,000 commensurate with experience

**Other Benefits:** 401k, starting two weeks PTO, flexible work environment, seven paid holidays, health insurance, and an opportunity to be a part of a supportive and energetic team.

Please send resume and cover letter to [apply@localfirst.com](mailto:apply@localfirst.com) with the title of the position you are applying for in the subject line as well as your name. Please note that resumes will not be reviewed until late May/early June. Do not inquire or call our offices in regards to this process.

**Position Summary:**

Local First leads the development of an economy grounded in local ownership that meets the basic needs of people, builds local wealth and social capital, functions in harmony with our ecosystem, and encourages joyful community. The organization is currently redefining its three key programming areas: the “Local First” program, a “People Centered” economy program, and the “Sustainable Business” program. These three program areas make up the whole organization known as Local First of West Michigan. The Sustainable Business Program Manager will primarily work in the Good for Grand Rapids campaign and assist businesses in measuring their social, environmental, and economic impact. This includes working with the current B Corps in the area as well as the 80+ businesses who are currently participating in the campaign.

Reporting to the President, the Sustainable Business Program Manager will be responsible for the direction, leadership and implementation of the “Good for” programming as it grows to other cities. He/she/they will work to build relationships within the business community and help businesses leverage their impact to create greater social, environmental, and economic good. Local First is seeking a hard-working candidate to take the lead on developing, expanding, and getting the word out about this program. This is an exciting opportunity to lead efforts on a relatively new program within the organization. This person will be the “face of” the Good for Grand Rapids campaign. This will require attendance of community events as well as Local First events, some of which will be after hours or on weekends. Local First’s programming also extends to the Lakeshore which may require travel to events in that area.

**Responsibilities:**

- Strategically grow the organization’s efforts in this program area
- Recruit businesses to measure their environmental, social, and economic impact by taking the Quick Impact and/or BCorp assessment
- Support businesses in completing the assessment
- Meet with businesses after they’ve completed the assessment to provide context for the campaign, discuss their improvement potential, and connect them to community resources and educational programming to provide them with tangible steps towards improving their impact
- Build, maintain, and leverage relationships with key community partners

- Plan and implement an educational workshop series that helps businesses improve their impact and engages community partners
- Ensure that businesses retake the assessment annually
- Track the progress of the campaign by updating Salesforce and Excel on a continual basis
- Give presentations to businesses and organizations about the campaign as needed
- Manage and coordinate peer groups for current B Corps
- Collect and report out data for grant reports
- Report the progress of the campaign to the city of Grand Rapids on a quarterly basis
- Administrative tasks as needed

**Qualifications:**

- Strong written and verbal communication skills
- Strong organizational abilities
- Willingness to meet new people, make phone calls, and have face-to-face contact with business owners
- Ability to establish priorities and work independently on assigned tasks
- Ability to passionately represent the values and goals of the organization
- Reliable transportation
- Bachelor's Degree from an accredited college or university
- Two years' experience in program management
- Excellent written and verbal communication skills
- Proficient in the Microsoft Office suite
- Ability to interact with people from all backgrounds
- Proficient knowledge and ability using social media platforms
- Experience using Salesforce is a plus
- Bilingual (Spanish) is a plus

**Personal Qualifications:**

- Strong interest and passion for entrepreneurship and sustainability
- Strong passion for the West Michigan community
- Understanding of interplay between business, government and community organizations
- Understanding and interest in national and local issues effecting local business community
- Ability to meet people where they are
- Strong desire to learn and grow
- Ability to work individually and as part of a team

We are an Equal Opportunity Employer and we strive to reflect the diverse community in which we serve. Applicants who contribute to this diversity are strongly encouraged to apply.