

Position Title: Director of Climate Mitigation and Resiliency Planning

Lotus has delivered sustainability solutions for public and private sector clients since 2012. Our consulting services combine the technical and pragmatic approaches of engineering and business with the holistic and innovative approaches of efficiency and sustainability.

The work we do makes a difference, and we want a broad audience to engage with it.

- We recognize that great relationships form the foundation for great projects. We take the time to get to know our clients – their context, motivation, and goals. We invest in our relationships with our employees and contractors because we recognize that they are integral to our success.
- We do great work, and we turn it around quickly so that our clients can deliver on their commitments.
- We use a wide range of communication skills to deliver the results of our analysis so that non-technical audiences can use the analysis to make decisions.

We have four service areas:

- Greenhouse gas accounting, modeling, and visualizations.
- Climate mitigation and resiliency planning.
- Equitable decarbonization program design and support.
- Communications and engagement.

Team Environment

Lotus believes that collaboration and cooperation result in better outcomes for our clients and our team members. We respect the unique talents and perspectives that each person brings to our team and encourage them to leverage them to bring value to our clients. Our success as a team is intertwined with the success of each individual.

We rely on our team members to deliver high-quality work on time and on budget in a fast-paced, demanding environment. We are able to be responsive to our clients because we are responsive within our team. We rely on effective and proactive communication, typically during regular business hours, to achieve our goals.

We succeed because we consider issues from many points of view. We assess how someone else's context affects their position on an issue; we do this for each stakeholder in a discussion, whether it is



inside a client organization or in a broader group. We take the time to synthesize these perspectives and identify solutions that create lasting benefits.

A Week in the Life of a Lotus Employee

We are looking to support our growing business by hiring a Director of Climate Mitigation and Resiliency Planning.

As always, we are looking for someone who is willing to get their hands dirty – to pitch in on all tasks that come up in the course of business. We need you to be flexible and nimble, willing to adapt to the needs of a business in a rapidly evolving market.

Our business model relies on your ability to work independently, ask good questions at the right time, and figure things out on your own. We need you to be resourceful, quickly leveraging the contacts and resources at your disposal in a strategic manner to work through day-to-day challenges.

As a director of one of our [four practice areas](#), we have high expectations.

A Director's time will generally be split as follows:

- 10-15% Managing Your Team
- 15-20% BD and Overhead
- 65-75% Project Work

A Director has the following priorities:

Embodies Lotus' mindset for success.

- Lotus employees are curious and have creative, learning-oriented mindsets that can flexibly adapt to market needs.
- We expect our employees to love and respect unique identities and be inclusive of other employees, clients, and anyone we interact with. We also expect our employees to be genuinely passionate about the work Lotus does and the people we serve. Our positive yet realistic outlook has gotten us to where we are today and we plan to grow with these same values.

Brings big picture thinking to practice area and company.

- Provides content expertise to design and delegate analytical plans for climate action and resiliency.
- Acts as an individual contributor and guides junior staff.
- Develops content and reviews the work of others.
- Identifies and ensures accuracy of all deliverables.
- Contributes to strategy-level conversations about Lotus.



Create repeat and happy clients.

- Serves as the primary contact with clients.
- Assigns content creation to others and ensures on-time delivery.
- Establishes and builds relationships with senior decision-makers on client teams.
- Establishes and manages project budgets for profitable performance. In charge of projects of any size with a focus on the larger projects (\$300,000+).
- Manages the strategy and content development for multiple winning proposals.

Empower Team

- Currently, the Director does not have direct reports, but this is expected to change with company growth.
- Manages workload and morale of the team.
- Manages the growth and professional development of the team.
- Identifying gaps in the team and strategies to bridge them.

During the course of a given week, we'll ask you to employ a broad range of skills. We'll ask you to use both sides of your brain. Some of your work will support our business development efforts, while other work will support our projects. Each project is unique, requiring a mix of writing, research, data analysis, and storytelling.

This position requires a candidate with the following qualifications:

- Expert understanding of Microsoft Excel and Word.
- A passion and enthusiasm for the work we do with public and private sector clients.
- Bachelor's degree and 8-15+ years of relevant experience or Masters' degree with 6-13 years of relevant experience.
- Interdisciplinary work experience that demonstrates progressively increasing levels of responsibility.
- A clear history of working on multiple tasks/ projects within established timelines.
- A history of successful, creative problem-solving.
- A history of self-education on issues outside the immediate scope of prior work.
- Outstanding communication skills, including writing, graphics, verbal, and presentations.
- Strong self-management.
- Valid driver's license and comfort with driving.

Other desirable attributes include:

- Experience providing facilitation support for public meetings, working groups, or other stakeholder processes, including notetaking.
- Experience with greenhouse gas accounting.
- Experience as a consultant.
- Experience in Adobe Illustrator, Adobe InDesign, and ArcGIS.
- Experience with PowerBI and/or Tableau.
- Website design.



- Spoken and written fluency in both English and Spanish.

Compensation: and Benefits: Salary commensurate with experience with a range of \$85,000–\$95,000. This range is based on a 40-hour workweek. **We highly value work-life balance and rarely work more than 40 hours per week.**

A full-time employee will be eligible to participate in Lotus' medical plan. Lotus offers 15 paid working days per calendar and observes 9 holidays for full-time employees. We also match employee donations up to \$500/year. A full-time employee may request up to two extra weeks of vacation beyond the PTO benefits highlighted above. Extra time off will be unpaid and must be approved by management.

As we grow, we hope to offer additional benefits.

Location and Schedule: We are open to both local (Denver) and remote candidates that are located in the four corners or mid-west. If in-person, the work would primarily take place at Lotus's Denver location (Steno – 1627 Vine St near City Park). We expect periodic meetings in and around Denver with additional travel that averages 1-2 days per month, generally within the state of Colorado. The office is generally open from 9am – 5pm Monday through Friday.

To apply

Please submit the following documents to hillary@lotussustainability.com with position name in the title followed by your name "Director of Climate Mitigation and Resiliency Planning – [Your name]":

- **Resume-** Help us understand why you're the right fit for our team. Tell a story, highlight your most applicable skills, do whatever you think will capture the essence of what you'll bring to the table.
- **Cover Letter** – Cover letters should address your ability to meet the job responsibilities in the Required Qualifications section, and a high-level discussion of the top two or three areas that you think are crucial to include as a focus in any mitigation or resiliency planning effort
- **References:** Please include 2-3 references.
Writing sample – We're looking for something that shows us your writing style, whether it's a blog about skiing, a technical paper you wrote, a section from a recent project report that's publicly available, or something else. Please make sure that it's your writing that we see.

The review of materials is ongoing and will continue until the position is filled. Early application is strongly encouraged.

Lotus is a Women-Owned Business (WBE) and a Small Business Enterprise (SBE). We encourage applicants with diverse backgrounds to apply.