



UNC

ENVIRONMENTAL FINANCE CENTER

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THE UNIVERSITY OF NORTH CAROLINA

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**OPEN POSITION: Project Director  
Environmental Finance Center**

The School of Government (School) works to improve the lives of North Carolinians by engaging in practical scholarship that helps public officials and citizens understand and improve state and local government. The School offers up to 200 courses, webinars, and conferences for more than 12,000 public officials each year. Faculty members annually publish approximately 50 books, reports, articles, bulletins, and other print and online content related to state and local government. The School is also home to a nationally ranked graduate program in public administration and specialized centers focused on information technology and environmental finance.

The Environmental Finance Center (EFC) at the School works to enhance the ability of governments and other organizations to provide environmental programs and services in effective and financially sustainable ways. EFC reaches local communities through interactive training and technical assistance. In addition, EFC works with decision makers to assess and improve environmental finance policies at a regional or state level. Visit [efc.unc.edu](http://efc.unc.edu).

The Project Director will work with the EFC team on multiple projects across a wide range of environmental services. The Project Director will:

- Manage projects funded by grants and contracts
- Lead workshops and webinars, including presenting at conferences
- Advise environmental service providers on program design, management, and finance
- Conduct financial analyses using spreadsheet and Tableau tools
- Conduct research and policy analysis
- Mentor undergraduate/graduate students

This is a full-time, permanent position contingent upon the continuing availability of funds from sources other than continuing state budget funds or permanent trust funds. The successful candidate is expected to actively participate in the identification and successful cultivation of funding opportunities.

Ideal candidates will have some substantive understanding of local government finance, environmental finance, or a similar field related to the EFC's work. Additionally, candidates should be comfortable and effective in working with people, presenting to professional audiences, and have strong writing skills.

**Education Requirements:**

Master's degree, or for candidates demonstrating comparable professional experience, a relevant undergraduate degree and 3 or more years of relevant experience is acceptable. Preferred degrees or experience in public administration, public health, planning, environmental management/studies, environmental engineering, public policy, business administration, finance, information science, or political science.

**Qualifications and Experience Requirements:**

- Strong interest in a career in environmental finance and/or public finance
- Ability to manage projects independently and to work without a high degree of supervision
- Superior oral and written communication skills
- Ability to work with multiple clients simultaneously
- High attention to detail, strong organization skills, and ability to complete work on time
- Ability to work with colleagues and students in an effective and respectful manner
- Competency using Microsoft Excel for at least basic levels of analysis using spreadsheets
- Ability to travel occasionally

**Preferred Qualifications:**

- Understanding of or experience working with local governments and/or environmental service providers
- A high level of competency in Microsoft Outlook, Word, and Excel, including capabilities of advanced spreadsheet design in Excel or Google Sheets
- Experience with Tableau a plus

<b>Percentage Effort</b>	<b>Description</b>
10%	Plan, implement, and lead environmental finance workshops, webinars, and conference presentations, guiding audiences of community and regional environmental leaders on issues of environmental finance.
10%	Based on subject matter expertise and observation of best practices across the country, advise individual environmental service providers at the community level on finance and management.
35%	Conduct applied research on environmental finance topics, including research related to policy and governance questions. This includes research design, data collection and preparation, quantitative and qualitative data analysis, and writing (blogs, reports, etc.).
35%	Manage ongoing Environmental Finance Center projects, including defining project scopes of work, establishing project timelines and deliverables, communicating with project funders and clients, coordinating EFC team members, ensuring timely progress on projects, assisting the Deputy Director with project budget management, and reporting to internal and external partners.
10%	Identify funding opportunities for new EFC projects and help prepare funding proposals.

**This position is not yet posted. Interested candidates may submit a resume and cover letter to Christy Ihlo, Deputy Director of the Environmental Finance Center at [cihlo@sog.unc.edu](mailto:cihlo@sog.unc.edu). If additional application steps are needed once the position is posted, Ms. Ihlo will notify prospective candidates.**

The University is an equal opportunity, affirmative action employer and welcomes all to apply without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.