



Workplace Design Sustainability Manager- Sustainable Building Materials Focus

The Bridge Group is seeking an experienced Workplace Design Sustainability Manager with a focus in Sustainable Building Materials & Products to support our client in the South Bay.

In this role, you will further develop and broaden the Client's existing global Workplace Design Sustainability Program. You will develop new processes and tools to enhance and support the Program and measure the Program's success. You will work closely within the Client and its various cross-functional teams on a daily basis.

The ideal candidate will be a detail-oriented, get-things-done individual who has a track record to deliver complex programs in a fast-paced environment.

This position is based in Menlo Park, CA and will report to the Workplace Design Sustainability Program Lead.

Responsibilities will include:

- Identify, develop and execute opportunities and initiatives to meet Client's goals.
- Identify Client's internal stakeholders and their involvement.
- Create and deliver succinct presentations for the Client.
- Provide weekly project updates to the Client.
- Define metrics to measure Program's success and inform improvements.
- Work within established budgets.
- Research and benchmark industry best practice related to sustainable building materials.
- Compile and manage information about building materials, interior finishes, and furniture commonly specified for Client's workplaces.
- Solicit information from manufacturers, vendors, and online sources about sustainable and wellness attributes of materials and products.
- Meet with colleagues and manufacturers/ vendors to strategize about carbon reduction and driving circularity.
- Identify and evaluate opportunities to achieve energy, GHG, and resource reductions across the value chain.

Qualifications:

- BA/BS degree in architecture, environmental design, sustainability, project management.
- Strong background & experience in sustainability, project /program management.
- Minimum 10 years of experience in working in a fast-paced environment.
- Working understanding of building material and product attributes, including embodied carbon, circularity, energy and water impacts, material content/ transparency, and occupant health impacts.
- Experience in creating projects/programs from scratch.
- Experience in research and development.
- Strong communication skills, including with outside vendors and diverse network of cross-functional team members.
- Ability to think strategically.
- Ability to pivot quickly and refocus.



- Ability to prioritize and manage multiple deliverables and projects concurrently.
- A self-starter.

Preferred Qualifications:

- Experience working on building projects as a material specifier, sustainability consultant, or Owner's representative.
- LEED and/or WELL accreditation.

Compensation:

- Competitive salary
- Health, Dental, Vision, Life coverage
- Retirement plus company matching
- Generous PTO policy