

## Sustainable Solano

### **Resilient Neighborhoods Program Manager Job Description**

#### **Job Purpose**

The Program Manager designs, develops and oversees all aspects of the Resilient Neighborhoods program: planning, organizing, leading, and controlling program activities.

The Program Manager reports to the Executive Director.

This is a flexible part-time position reporting to the Executive Director. The position will require 80-120 hours per month (some fixed deadlines, some tasks are flexible, many weekend and evening events).

#### **Primary Duties and Responsibilities**

The Program Manager performs a wide range of duties including some or all of the following:

##### Plan the program

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization, and the Resilient Neighborhoods vision
- Develop and implement long-term goals and objectives to achieve the successful outcomes of the program
- Finalize a program evaluation framework to assess the strengths of the program and to identify areas for improvement
- Develop legal and financial framework for the program
- Design a powerful and inspiring public outreach campaign
- Identify funding options to expand the program beyond the pilot stage; actively participate in grant applications development and fundraising activities
- Bring other elements to the program to expand its scale and impact (e.g. disaster preparedness)

##### Organize the program

- Ensure that program activities operate within the policies and procedures of the organization
- Develop forms and records to document program activities
- Oversee the collection and maintenance of the program's records according to the internal policies of the organization and program's objectives
- Identify and enroll professional designer(s) capable of designing all aspects of the pilot projects, including permaculture – based landscaping, biomimicry principles and other relevant guidelines of the program.
- Identify, engage and enroll members of the Advisory Board for the program

##### Lead the program

- In collaboration with local partners, identify, engage and enroll Vallejo residents in targeted neighborhoods
- Lead Advisory Board through the decision making process to identify the final selection of the locations for the pilot projects

- Work closely with residents and landowners of the selected sites to finalize legal framework of the project and prepare for the installations
- In collaboration with a professional designer, coordinate design and installation of the projects, including promotion, sourcing of plants, supplies and materials, and volunteers management
- Organize, manage and occasionally lead public events, workshops and lectures relevant to the activities of the program
- Contribute to Sustainable Solano website, blog, newsletter, social media channels, and other communications venues
- Cultivate relationships with professional and community partners
- Communicate with members, volunteers and other stakeholders to gain community support for the program and to solicit input to improve the program

#### Manage volunteers

- Assess the need for volunteers to enhance program/service delivery
- Administer forms and records to document the volunteer activities
- Promote the volunteer program to gain community support of the volunteer program and the organization
- Develop and implement effective strategies to recruit the right volunteers with the right skills
- Orient volunteers to increase their understanding of the organization, its services and the role and responsibilities of volunteers
- Ensure that volunteers are given appropriate training to be successful in their roles
- Ensure that volunteer check-in procedures are followed and records of volunteer hours are maintained according to established procedures
- Ensure that volunteers receive the appropriate level of supervision
- Prepare an annual report on the contribution of the volunteers to the program

#### Control the program

- Write reports on the program for management and for funders
- Identify and evaluate the risks associated with program activities
- Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework
- Report evaluation findings to the Executive Director and recommend changes to enhance the program, as appropriate

### **Qualifications**

#### Education

University degree in a related subject (horticulture and / or communication / marketing / business and community engagement)

#### Knowledge, skills and abilities

- Passionate about global sustainability and local community resilience
- Willing and capable to closely follow sustainability movement and continuously learn
- Capable of working across multiple sectors and diverse stakeholders
- Community organizing experience and ability to lead activities with diverse groups of people

- Formal permaculture design certificate strongly desired
- Capacity with statistical analysis and business models strongly desired
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Impeccable attention to details, well-organized and self-motivated
- Willingness and ability to work outdoors

Proficiency in the use of computers for:

Word processing

Databases

Spreadsheets

E-mail

Internet

Social media

Personal characteristics

The Program Manager should demonstrate competence in some or all of the following:

*Behave Ethically:* Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization

*Build Relationships:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization and its mission.

*Communicate Effectively:* Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Keep open channels of communication with team members.

*Creativity/Innovation:* Develop new and unique ways to improve operations of the organization and to create new opportunities to further its mission.

*Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness. Actively participate in Sustainable Solano team meetings and collaborate with other team members. Actively participate in the overall organization's development and management; assist with other programs and activities, when feasible.

*Lead:* Positively influence others to achieve results that are in the best interest of the organization and its mission. Sustainable Solano is striving for democratic management of the organization; authentic leadership practiced by all team members is crucial to the success of this approach.

*Make Decisions:* Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization and its mission. Timely consult team members and program's stakeholder, if needed.

*Organize:* Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

*Plan:* Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

*Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**Experience**

3-5 years experience in a related field required.