



JOB POSTING: GRASSROOTS ORGANIZER

Do you love talking to people about your passion for clean water and helping them find theirs? Is empowering locals to make a difference your thing? Do you believe that change comes from collective action? If so, Potomac Conservancy is seeking an energetic and creative self-starter to join our mission for clean water.

Who we are: Founded in 1993, Potomac Conservancy believes the foundation of healthy, vibrant, and resilient communities start with clean water. As the region's leading clean water advocate, we shape the broader effort to ensure the Potomac River boasts clean drinking water, healthy lands, and connected communities. You will be joining a small but mighty team who work every day to fight for clean water through building a local inclusive movement of impassioned river advocates.

Grassroots Organizer: The Grassroots Organizer is responsible for the creation and nourishment of community driven volunteer teams that leverage hands-on stewardship and outreach to inspire clean water action, which addresses root causes of pollution through civic engagement and advocacy. Working in the larger DC Metro area, our clean water advocacy efforts are informed by communities, our Policy team, and our Clean Potomac Plan. The Organizer will interpret a broad strategic vision for community action in a local context, requiring the ability to listen to community needs and enact change.

To support this objective in the first year, the Organizer will also manage four regional days of service around our Potomac Stewards and Growing Native programs, organize summer recreation events, and plan and lead 6-10 private events for sponsors annually. In the out years, workplans will be dependent upon new ideas coming from the Organizer, community needs, and organizational priorities.

Specific Duties

Community Driven Volunteer Teams (50%)

- Create and provide training and support for volunteer teams and partner organizations (e.g., develop curriculum, recruit speakers, prepare materials) in key geographies with the goal of bringing people power to our policy work.
- Cultivate new and diverse voices for our local clean water movement, with a particular focus on vulnerable populations and historically excluded communities.
- Develop volunteers to be fully and effectively engaged with Potomac Conservancy as organization spokespeople.
 - Recruit, train, and manage volunteers for speaking engagements.
 - Recruit volunteers to represent Potomac Conservancy at select community events including policy-related events.
 - Recruit, train, and manage volunteers to lead stewardship events in their communities.
- Assist in setting programmatic strategy based on interactions with communities.
- Identify new areas and opportunities for action.

Days of Service (30%)

- Plan and execute four regional days of service, utilizing volunteer teams.

- Plan and lead 6-10 private events for sponsors.
- Plan and lead summer recreation events in 2020.

Program Administration (20%)

- Track volunteer activities and advocacy engagement in our CRM system, EveryAction.
- Maintain and improve data about programs and constituents to aid in data-driven decision making.
- Maintain active public event calendar promoting events.
- Assist in drafting fundraising pitches for individual, corporate, government, and foundation funders.
- Draft grant and progress reports.
- Assist Senior Director of Community Conservation and Senior Director of Policy in setting strategic direction for volunteer teams.

Experience and Qualifications

- Strong belief in the power of collective action to effect change.
- Proven track record of volunteer management or grassroots organizing, either professionally or on a volunteer basis.
- Proven track record of building trust with people from varying backgrounds and beliefs.
- Interest in Diversity, Equity, and Inclusion a must; experience is preferred.
- Ability to manage multiple deadlines and requests simultaneously; strong project management skills required.
- Experience making data-driven decisions and understanding the importance of data management to achieve campaign success.
- Experience with communities in the Potomac Watershed preferred but not required.
- Ability to work evenings and weekends and travel across the watershed as needed.
- Access to reliable transportation, valid driver's license and auto insurance.

Location, Schedule, and Travel: We will consider remote work within our target geography. This position will work out of Potomac Conservancy's headquarters in downtown Silver Spring, Maryland, and reports to the Senior Director of Community Conservation. This position will require significant evening and weekend work but will offer flexibility to maintain a healthy work life balance. Significant travel around the Potomac watershed is required.

Desired Start Date: February 3, 2020

Salary and Benefits: This is a full-time position (40 hours per week, inclusive of travel time) with an annual compensation of \$40,000 to \$42,000 per year. Benefits include medical and dental coverage; 18 days paid time off and 10 holidays per year; 401b matching and flex spending accounts; travel reimbursement; working with bright, fun coworkers; and interacting with a supportive board of directors.

How to Apply: Please send a resume and cover letter to resume@potomac.org with Grassroots Organizer in the subject line by October 31, 2019. Any follow-up on your application may be conducted via email. No phone calls please.

Potomac Conservancy is an Equal Opportunity Employer. We will consider applicants for this position without regard to any category protected by applicable federal, state or local law, including but not limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran status or uniformed service member status. Women, people of color, LGBTQ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.