



JOB POSTING: COMMUNITY CONSERVTION MANAGER

Do you love talking to people about your passion for clean water and helping them find theirs? Is empowering local residents 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.

Community Conservation Manager: The Community Conservation Manager 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 Manager 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 Manager will also supervise our Chesapeake Conservation Corps Member, who will help execute socially distant stewardship events this fall along with newly trained Volunteer Leaders and our expansion of our Growing Native programs, organize summer recreation events in 2021, and plan and lead 6-10 private events for sponsors annually (health conditions permitting). In the out years, workplans will be dependent upon new ideas coming from the Manager, 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 (20%)

- Plan and execute four regional days of service (health conditions permitting), utilizing volunteer teams.
- Plan and lead 6-10 private events for sponsors.
- Plan and lead summer recreation events in 2021.

Program Administration (30%)

- Serve on one of Potomac Conservancy's three Diversity, Equity, Inclusion, and Justice working groups
- 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.
- In coordination with Communication's team, draft and schedule monthly targeted emails and some virtual events directed to our volunteer and recreation audiences.
- 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 and collective liberation 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, Inclusion, and Justice a must; experience is preferred.
- Ability to manage multiple deadlines and requests simultaneously; strong project management skills required.
- Ability to make independent decisions when necessary
- 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 a valid driver's license and either access to reliable transportation or ability to rent a car required.

Location, Schedule, and Travel: While this position normally works out of Potomac Conservancy's headquarters in downtown Silver Spring, Maryland, our staff is now working remotely because of the COVID-19 pandemic. 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.

Latest Available Start Date: October 1, 2020

Salary and Benefits: This is a full-time position (40 hours per week, inclusive of travel time) with a firm annual compensation range of \$40,000 to \$45,000 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 Katie Blackman at blackman@potomac.org with Community Conservation Manager in the subject line. We are looking to hire the best fit for this position as soon as possible. Interviews and hiring will be conducted on a rolling basis. 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.