



<https://www.climatecommunities.org/>

**Climate Resilient Communities (CRC)**  
**Program Manager - Job Description**  
*Full-time*

**ABOUT CRC**

In the Bay Area, as throughout the world, under-resourced communities are disproportionately vulnerable to climate change impacts. Since 2016, [Climate Resilient Communities](https://www.climatecommunities.org/) (CRC) has been on the ground, learning the specific needs of residents in diverse, under-resourced communities in East Palo Alto, Belle Haven (Menlo Park) and North Fair Oaks. CRC's outreach cultivates environmental awareness while giving local residents a voice in proactive resilience planning and adaptation. By building stronger alliances between residents, schools, local government programs and community-based organizations, this work creates resilience against climate-related stresses such as sea-level rise and economic instability.

CRC's work is guided by community leaders, such as through the Climate Change Community Team in East Palo Alto and North Fair Oaks Climate Ready Team. CRC partners with community based organizations to meet community-identified needs, through programs that advance youth education and leadership development, assist local residents in accessing home energy audits, weatherization, and subsidized solar panels, as well as other projects.

CRC began as a program at Acterra and has recently spun off into a separate, fiscally-sponsored organization on track to obtain 501(c)3 status in 2022. Through this opportunity, you will be part of an exciting and growing organization, and have a unique opportunity to interact with and learn from experienced community leaders, and contribute to building climate resilience in a way that centers and empowers community voices.

**PURPOSE**

In collaboration with other management staff, the Climate Resilient Communities (CRC) Program Manager is responsible for leadership and overall management of CRC environmental justice work, including program development, strategic planning, partnership development, program implementation, staff supervision, budgeting and reporting. A major part of the job is to identify contract work and grant opportunities in addition to executing the work.

This position reports to CRC Executive Director.

## **JOB RESPONSIBILITIES**

The Program Manager:

- Develops programs to build awareness and capacity for the general public and businesses in the Bay Area about climate change mitigation and adaptation strategies.
- Is responsible for the successful execution of all CRC programming in the communities where CRC works
- Trains interns, volunteers, and staff as needed to carry out CRC program objectives
- Identifies funding opportunities to enable CRC to carry out the programming
- Cultivates partnerships with public agencies, private foundations, and individuals
- Creates plans for implementing funded activities, including public outreach and education events, volunteer trainings, public service programs, community workshops, email campaigns, strategic planning sessions, and assessment of results
- Writes newsletter articles and website content
- Manages project budgets; works with Director to monitor monthly expenditures in relation to budget
- Supervises program staff, interns, and volunteers and works with Director to recruit new staff
- Prepares reports on program activities for internal use and to grantors and other constituencies
- Participates in internal meetings: management team, all-staff meetings, bi-monthly Board of Directors meetings, and strategic planning meetings
- Engages in public outreach by public speaking and attending community events
- Cultivates relationships with potential program partners and donors

## **QUALIFICATIONS**

- Bachelor's degree required;
- 5+ years of work experience, including program management responsibilities
- Passionate about mitigating climate change and addressing environmental problems in under resourced communities
- Creative thinker who can synthesize information, envision new approaches and catalyze others to get engaged in innovative programs to protect communities and Earth's climate
- Familiar with California policies, programs and legislation around climate change, including AB32, cap and trade, community choice energy agencies.

- Experience with climate action planning, either at municipal, institutional level or community level
- Understands role of new energy-saving technologies like heat pumps, electrical storage, cool roofs and electric vehicles
- Experienced in building public/private/civic community partnerships
- Fundraising experience through writing grant proposals and/or donor contact
- Excellent written and oral communications skills
- Enjoys working with people and meeting the public; excellent human relations skills
- Knowledge of educational techniques, social marketing, and social media
- Strong computer proficiency: Word, Excel, PowerPoint, as well as familiarity with web- and cloud-based alternatives (e.g., Google docs)

## **COMPENSATION**

This is a full time, non-exempt position. Your schedule may vary based on need and may include evening and weekend hours on a regular basis. The annual rate for this part time Manager level role will be \$70,000-\$75,000. CRC strives to provide equitable and competitive compensation for all of its employees, including generous PTO and a retirement match. CRC offers a highly collegial work environment. This role offers the opportunity to make a meaningful impact. Professional growth opportunities available.

## **APPLY**

Applicants should submit a substantive and thoughtful cover letter describing their interest in the position and making the case for the relevance of their experience. The cover letter should be submitted together with a current resume [violet.saena@crc.acterra.org](mailto:violet.saena@crc.acterra.org). Applications missing a cover letter or resume will not be considered. Applications will be accepted until the position is filled. If selected for the process, expect a phone screen, a one-on-one, and a group interview.

CRC does not discriminate in employment because of age, gender, race, national origin, or sexual orientation. We strive to engage, celebrate, and reflect the rich diversity of the communities we serve. We value inclusion and equity in our programs, leadership, and hiring practices