



CENTRAL COAST CLIMATE JUSTICE NETWORK

A fiscally sponsored project of Community Initiatives

JOB ANNOUNCEMENT

Santa Barbara & Ventura Counties

Job Title: Project Director
Status: Full time / exempt position
Reports to: CCCJN Advisory Committee Chair
Posted: Thursday, June 27, 2024
Applications Due: Tuesday, July 23, 2024 by 5 p.m. to jobs@cccjn.org

About the Central Coast Climate Justice Network:

The Central Coast Climate Justice Network (C3JN) is a network of social justice and environmental organizations committed to a climate movement that advances social, economic, and environmental justice for Ventura and Santa Barbara Counties. We are a unique alliance of community, frontline and environmental justice organizations at the forefront of climate change leadership and movement building in our region. Our membership is multi-racial, multi-ethnic, multi-lingual, intergenerational and prioritizes leadership among women, gender-oppressed and persons of color.

C3JN's vision is to create a more resilient and just region in the face of climate change by leading a just transition away from fossil fuels while transforming current social, economic, and environmental systems and conditions in ways that advance the welfare of our region's most impacted communities. Network partners value representative leadership, self reflection and growth. C3JN seeks to grow collective power and change deeply-rooted systems, power dynamics, and relationships to advance climate justice.

Learn more about the Central Coast Climate Justice Network [here](#).

About the Position:

C3JN is searching for a Network Project Director to serve as the "central hub" of our energetic team. This position supports the development and efforts of the network. The Project Director's main roles are to be responsible for all operations of the Project: liaise with fiscal sponsor, Community Initiatives (CI), lead on fundraising, partnerships with funders, grant reporting, fiscal budget & tracking, administrative duties, visibility and relationship building, facilitation of C3JN monthly network and committee meetings, coalition campaign coordination, and other agreed-upon special projects. The Network Project Director will also lead in efforts to raise funds to hire an additional campaign organizer.

The Network Project Director will be responsible for working with our core member organizations and ally organizations to implement the network's strategic priorities, including deepening our role as a partnership-building network, as well as the addition of our new campaign focus: Building an Equitable Offshore Wind Industry in the Central Coast.

The candidate will have demonstrated experience working with diverse stakeholders and excellent time-management, budgeting, and organizational skills with high attention to detail.

The Project Director position is grant-funded and our leadership team has a successful track record and maintains strong relationships with local funders for future funding opportunities.

Job Responsibilities:

Fundraising & Public Relations

- Work together in collaboration with C3JN Members to determine needed resources, fundraising plans and build relationships with donors, foundations and government funding agency representatives
- Lead or support the development of grant applications to state and federal agencies, private foundations, and individual donors, as well as taking the lead on grant reporting to funders
- Report out on grant and fundraising efforts to the Network
- Take the lead on public relations, representing the Network at public events, speaking engagements and with funders

Network Coordination

- Work with the C3JN Advisory Committee to design, coordinate and direct monthly meetings, including annual visioning, goal-setting sessions & developing effective governance practices
- Facilitate monthly membership meetings and Advisory Committee meetings
- Maintain the network's Google Drive, including membership roster, resource files, meeting agendas, etc. and provide technical support to network members as needed
- Manage internal communications, including the notes, agendas, meeting dates, and follow up actions from monthly meetings and prepare summary reports
- Support the Network in determining the campaign focus across the intersection of economic, climate, and racial justice, working across broad and diverse stakeholders, and engaging network members in taking on leadership roles within the campaign
- Monitor and report on the Network's programs, financial statements, and budget
- Oversee digital external communications, including content for the website and social media
- Oversee programmatic relationships with other organizations, networks and vendors to promote activities, policies & goals of the Network

Member Support

- Assist the Advisory Committee to recruit and cultivate members, as needed
- Orient new network members through an onboarding process
- Support C3JN working groups in efforts to develop a climate justice advocacy agenda that surfaces the voices and expertise of our members
- Support C3JN working groups in efforts to provide resources and trainings to advance learning and relationships within the network
- Support coalition organizing, policy advocacy, and communications activities to advance campaigns selected by the membership, as well as endorsement requests
- Draft briefings on projects as they progress and conclude
- Support volunteers, interns and consultants for special projects, per CI's human resources policies

Liaison to Community Initiatives, fiscal sponsor

- The Project Director is responsible for all operations of the Network, whether carried out directly or through volunteers and contractors
- Act as the primary liaison to Community Initiatives
- Read all communications from Community Initiatives and promptly respond to all inquiries
- Ensure all employees and volunteers are trained to comply with Community Initiatives' procedures
- Provide prompt advanced notice to Community Initiatives of programmatic changes as required by Community Initiatives Fiscal Sponsorship Policies
- Maintain an effective working relationship with Community Initiatives
- Collaborate with CI's Human Resources Dept on hiring, supervision & management of any contractors or future employees
- Authorize all financial transactions and financial allocations

Job Skills & Qualifications:

Required:

- Minimum of two to three (2-3) years professional experience, including demonstrated experience in program coordination with diverse stakeholders
- Capability to convene, catalyze, and guide volunteers, members, and/or organizations who comprise the network
- Excellent communication skills, both oral and written
- Proven project time and budget management and organizational skills
- Fundraising and/or grant writing skills
- Understands the challenges of climate justice (addressing the disproportionate impact of climate change on marginalized communities, such as people of color, Indigenous groups, and low-income communities)
- Interest in or experience creating inclusive solutions at the intersection of environmental advocacy and social justice
- Ability to travel transportation on network-related business within Ventura/Santa Barbara Counties

Preferred:

- Knowledge of and relationships with local funding community
- Proficiency in MS Office applications, particularly Word and Excel, as well as file sharing portals such as Google Drive and Google Suite
- Proficiency in social media platforms and graphic design tools such as Canva
- Bilingual (Spanish/English) highly desired

Compensation/Benefits/Location:

- Salary Range - \$70,000 - 80,000
- Full time, exempt position
- Benefits package includes: Fully paid medical, dental and vision, 401k and 5% employer match, basic life & short- and long-term disability insurance, paid vacation, sick leave, holidays, & floating holidays
- Hours are flexible, but must accommodate group meetings and event schedules
- The Project Director must be based locally due to in-person activities in Ventura and Santa Barbara Counties. Remote or hybrid work hours possible. Part-time office workstation available.

To Apply:

Applications will be considered until Tuesday, July 23, 2024 at 5 p.m. Confidential inquiries are welcome via the email below. Position is open until filled.

To apply, please submit a cover letter and resume (combined in one PDF) with an email subject line of “Project Director Application” to:

Hiring Committee, c/o Nancy Weiss, Search Consultant | jobs@cccjn.org

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.

Network Core Members:



UCSB Environmental and Climate Justice Studies Research Hub

Rachel Couch
(Community Member)

Network Ally Members:

