



Program Manager, Climate and Community Resilience Hub

JOB DESCRIPTION

October 2022

Location:	Bayside, CA
Department:	Strategy, Program and Community Solutions
Reports to:	Executive in Residence, Climate & Community Resilience Hub
Time Commitment:	Full time M-F 8:30a-5p, may include weekend or after hours work as needed
Status:	Regular Non-Exempt
Wage Range:	\$23.00 - \$26.00/hour, depending on experience, plus health benefits, retirement benefits, paid holidays and sick time; \$28.50/hour expected at 1 year of tenure.

About Humboldt Area Foundation

Humboldt Area Foundation (HAF) serves the residents of the California counties of Humboldt, Trinity, Del Norte, as well as Curry, Oregon and adjacent Tribal Lands by promoting and encouraging generosity, leadership, and inclusion to strengthen our communities. Through the generosity of local and national philanthropic donors, HAF has awarded more than \$95 million in grants and scholarships since 1972. HAF—along its family of organizations including the Wild Rivers Community Foundation, Humboldt Health Foundation, Native Cultures Fund, and others— focuses its grantmaking and program efforts on strengthening community capacity and transforming our communities’ ability to solve problems and address the root causes of those problems. In early 2021, the foundation adopted four goals focused on vital issues for its next decade of action and support: **Racial Equity**, a **Just Economy**, **Thriving Families and Youth**, and **Healthy Ecosystems and Environments**. As part of this new focus, the organization is making significant organizational shifts to support this dynamic and growing region in the Pacific Western United States.

About Redwood Region Climate and Community Resilience Hub (CORE Hub)

To combat the current climate emergency, the Redwood Region Climate and Community Resilience Hub (“CORE Hub”) designs and convenes dialogues and provides technical assistance and fact-based resources in communities in the Redwood Region to support the region in its work to reorganize, relocate, and develop both built and natural systems into a general state of decarbonized resilience. To achieve climate and community resilience across the region, the CORE Hub works to de-silo the work of governments, community based organizations, and marginalized, under-represented and under-resourced participants by funding and resourcing convenings for education and decision-making with a strong, trusted, replicable process. The CORE Hub has an overarching goal: the Redwood Region can become the first proven carbon-sequestering rural region in the United States. To do this the CORE Hub is developing a replicable recipe for carbon accounting, and supporting individual project exploration within the region, with one example being, offshore wind energy development. The CORE Hub centers equity and justice, ensuring the benefits and tangible outcomes of its work accrue to historically and currently marginalized communities first and to the greatest extent.

Job Description Summary

A Program Manager oversees the activities of a particular business unit or function of a team. They assure that unit's tasks are completed to foundation standards. Liaison between teams and coordinates inter-team processes. Manages or provides input on at least one program budget, responsible for grantee or government reporting.

The Redwood Region Climate and Community Resilience (CORE) Hub Program Manager, manages the work plan and budget, as well as certain projects and operational activities. The role is in service to solving the climate crisis in our region and including the diversity of its many communities. It aims to empower people, organizations, institutions, and businesses to achieve healthy, equitable, and just outcomes to help our region thrive. The CORE Hub team braids HAF organizational resources—from grant making to community engagement, to technical assistance—to ensure the greatest impact and progress toward the CORE Hub and HAF goals.

Essential Functions

- Manage budgets and work plans for maximum productivity
- Manage and oversee projects, ensuring objectives are met and project design and deployment is consistent with CORE Hub and HAF goals and missions
- Assist with drafting grant progress and final reports
- Collaborate and coordinate with HAF cross-functional teams - including Marketing and Communications and Strategy& Development - to ensure productive use of time, communications, and work plan activities are accomplished timely
- Manage a regranting program
- Strategize, implement, and maintain CORE Hub projects that prioritize equity and adhere to CORE Hub and HAF goals and missions
- Develop and maintain operational documentation and materials, and organize online filing systems
- Manage deliverables, required resources, work plan, and timing for new CORE Hub projects
- Coordinate and delegate cross-project and CORE Hub / HAF and WRCF initiatives
- Identify key requirements needed from cross-functional teams and external vendors, manage certain vendor agreements
- Work with CORE Hub teams to identify risks and opportunities across multiple projects
- Flag issues and risks and bring to the attention of Executive in Residence
- Analyze, evaluate projects, and produce reports for management
- Develop program assessment protocols for evaluation and improvement
- With CORE Hub team, help coordinate meetings, agendas, scheduling, logistics, and task assignment follow-up, and debriefing
- Arrange interpretative/translation services, accessibility equipment, and childcare services as needed
- Attend meetings and capture input, recommendations, dialogue highlights, and next steps
- Identify key requirements and resources needed from cross-functional teams and external partners; obtain resources as identified
- Conduct background research and analysis on key trends and developments relevant to strategy areas of the foundation as well as field specific research related to climate resilience, prepare briefing and advance materials to support the CORE's range of activities and engagements, both internally and externally. Projects and assignments will vary, and the capacity to be flexible, proactive, diligent and thorough will be essential
- Assist in brainstorming, design, and execution of new projects that range across the portfolio of CORE activities
- Maintain confidentiality and practice diplomacy in a variety of situations
- Participate in all staff meetings, activities and trainings
- Contribute to CORE Hub critical path / strategic plan
- Other duties as assigned

Minimum Qualifications

- Experience understanding and communicating about the climate crisis and its impacts, mitigations, adaptations, and solutions, and inequities on a community or structural level
- B.A./B.S. degree and four years of progressively responsible administrative management experience in philanthropy, community development, climate action, sustainability, environmental science, regional resilience, or related subject areas and related programs or projects

Which has provided the individual with the knowledge, abilities, and skills listed below:

Knowledge, Skills, and Abilities

- Ability to communicate effectively with a diverse population, is able to establish and maintain working relationships with individuals from diverse backgrounds, and has demonstrated sensitivity to cross-cultural perspectives and experiences
- Work independently with a sense of urgency and self-direction and with owning appropriate leadership responsibilities in the organization
- Ability to be flexible and able to adapt to short and long-term shifts in job duties as the work of the organization changes as it continuously seeks to have greater impact
- Experience with project management; has the ability to create and execute successful budgets and work plans based on ideas to achieve specific strategic and tactical outcomes
- Provides excellent internal and external communications
- Effective and efficient time management skills and techniques for work in a fast-paced environment where it is important to prioritize and organize workloads to meet multiple duties and deadlines
- Ability to work independently as well as part of a team; takes initiative and forwards ideas, asks questions when necessary, and collaborates in problem-solving
- Illustrates strong written communication skills including written correspondence etiquette for a business setting
- Proficiency and comfort executing intermediate level functions with Microsoft Office suite (Power Point, Word, Excel) or similar programs such as Google Docs / Google Drive
- Ability to research, interpret, and analyze a variety of information sources, including technical information
- Maintains confidentiality and protects sensitive information in accordance with organizational standards
- Demonstrated ability to receive and incorporate feedback and direction effectively
- Ability to work the hours required for this position

Preferred Qualifications

- Experience with community-based or collaborative organizing, problem-solving, facilitation
- Familiarity with non-profit organizations, foundations and the field of philanthropy
- Knowledge of the region (Southern Oregon / Northern and central California)
- Experience working with diverse communities
- Experience in meeting facilitation and program implementation
- Bi-/multi-lingual fluency
- Possess a current valid California driver's license and ability to be insured under HAF's auto insurance
- Experience supervising and mentoring staff
- Proficiency with database programs, website management platforms, listserv and reservation platforms
- Knowledge of and comfort with graphic design tools, social media, and public outreach best practices

Physical & Mental Requirements of the Job

Work is primarily performed in office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear speech and lifting of up to 10 pounds.

Humboldt Area Foundation is an equal opportunity employer and makes employment decisions on the basis of merit and without regard to race, religion, creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances. Applications submitted for this position do not constitute a promise of employment.

Humboldt Area Foundation (HAF) and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and it is our practice to take active and intentional steps to ensure equal employment opportunity, foster diversity and promote excellence in our work, and create a working environment that is welcoming to all. To effectively serve the growing diversity of the communities we serve we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the many diverse populations within those communities.

Employee's Signature

Date: _____

Supervisor's Signature

Date: _____