TRANSFORMATIVE CLIMATE COMMUNITY

NETWORK MANAGER

**SALARY:**
The salary range for this position is $70,000 - $80,000, plus a generous benefits package.

**REPORTS TO:**
Chief Financial Officer, Community Partners *in coordination with the Green Together Northeast Valley Steering Committee Co-Chairs*

**OPENING DATE:** January 21, 2020

This position is a 5-year grant-funded position. Office space will be provided at the Green Together Resource Center in Pacoima, along with a work space at Community Partners (1000 N. Alameda Street, Ste. 240, Los Angeles, CA 90014).

Please go to [www.CommunityPartners.org](http://www.CommunityPartners.org) or [www.PacoimaBeautiful.org](http://www.PacoimaBeautiful.org) for details of this position. To apply please click [here](http://www.CommunityPartners.org). This link will redirect you to our applicant tracking system, powered by Paylocity.

**SUMMARY:**
Fund by the State of California's Cap-and-Trade Program (via the California Climate Investments Initiative), the Transformative Climate Communities (TCC) Program empowers communities most impacted by pollution to choose their own goals, strategies and projects to enact transformational change by providing funding for environmental, health, and housing initiatives. In December, 2018, the Strategic Growth Council awarded $23 million to the Green Together NE Valley Collaborative, coordinated by Community Partners, a 501c3 nonprofit organization.

The Green Together NE Valley Collaborative is a coalition of community-based and nonprofit organizations, led by Pacoima Beautiful, in partnership with Community Partners and several departments within the City of Los Angeles and the LA County Metropolitan Transit Authority (Metro). The collaborative will implement 12 different projects in the areas of active transportation, urban greening, solar installations and low carbon transportation in Pacoima and Sun Valley over the next five years. In addition to achieving the specific project related goals, the Green Together NE Valley Collaborative will work together to create local jobs, achieve deep and long lasting community
engagement, deepen our understanding and implementation of policies that prevent displacement, and collect and monitor data that will allow us to evaluate the effectiveness of each of the projects within the community.

The employer-on-record will be Community Partners. Community Partners has carried out our mission of accelerating ideas into action for more than 26 years as an intermediary, technical assistance provider, capacity builder, network manager and fiscal sponsor. Established in 1992 to support social and civic innovation, Community Partners is now a home for a range of program initiatives that house health and social welfare innovations as well as community stakeholder engagement processes, representing over $48 million in annual revenues. Community Partners® is the Lead Agency responsible for coordination of the TCC grant.

Definition of Role:

Under the general direction of the Green Together NE Valley Collaborative Co-Chairs and the Community Partners Chief Financial Officer, the TCC Network Manager will perform a wide variety of coordination, grant management and reporting responsibilities related to the planning, development, and full implementation of the 13 different projects within the Green Together NE Valley TCC grant agreement with the State of California.

The TCC Network Manager is a single incumbent, five-year exempt position funded by the Green Together NE Valley Collaborative TCC grant award.

ESSENTIAL FUNCTIONS:

The TCC Network Manager responsibilities are as follows:

- Ensure that Community Partners and all its contractual partners achieve all of our commitments under the TCC Grant Agreement.
- Serve as the primary point of contact between the Green Together NE Valley project team and the funder Strategic Growth Council (SGC). This requires the Manager to know the grant agreement well and help the team fulfill the project’s goals and meet the requirements of the grant agreement. When necessary work with the team and SGC to finalize grant agreement changes like timeline extensions or budget modifications.
- Provide day to day program management of the Green Together NE Valley project including coordination with full team, Community Partners, Strategic Growth Council, and other partners as applicable.
- In coordination with Community Partners finance staff and partners, provide oversight on partner management of grant budgets, work plans and timelines; oversee expenditure and reimbursement of partners; monitor compliance to budgets and project deadlines; forecast needed funds; and direct/implement adjustments in coordination with the Green Together Collaborative Co-Chairs and with the approval of the Community Partners Chief Financial Officer.
• Develop systems, track and report agreed upon performance outcomes that both measure progress and help ensure project completion, conduct ongoing analysis to identify, make recommendations and help resolve potential challenges to project implementation, coordinate and oversee partnership activities and responsibilities, provide support to collaborative partners on how best to work together toward the common agenda and implement supportive strategies for all the core and leverage projects. This will require knowledge of the grant program and grant agreement, organization of regular coordination meetings to include agenda development, logistics and meeting preparation.

• Establish and maintain positive relationships with multiple nonprofit organizations, city departments, residents, and elected officials and other stakeholders necessary to implement the Green Together NE Valley goals. This will include facilitation of network member communications, information sharing, interest clarification, and identification and resolution of differences to guide, smooth and support efficient interactions among members. The Manager, in collaboration with the Co-Chairs, will also develop and communicate priorities, facilitate achievement of collaborative goals, gather and share data, compile and report on the status of Green Together NE Valley commitments, and participate in related working group and Steering Committee meetings to maintain an understanding of current implementation goals and challenges. The Manager will actively contribute to the development of a shared agenda and commitments between Green Together partners and relevant stakeholder groups.

• With support and guidance from the Communications Working Group and, potentially, a communications consultant, facilitate Green Together communications activities as required by the grant and project team, and serve as point person for the media. This includes coordinating SGC approvals for press releases, invitations, websites and other media described in the grant agreement.

• Coordinate invoicing and reimbursements with Community Partners finance staff.

• Facilitate collection and submission of required project reports from collaborative partners to SGC. This will include bi-monthly progress reports, annual progress reports, annual leverage funding report, annual detailed work plans and budgets, equipment inventory records, annual indicator tracking report, project completion reports, final report, final leverage funding report and any other reports related to indicator tracking.

• Will coordinate with support staff and may supervise consultant contracts and perform other tasks as required.

POSITION REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration, Public Policy, Political Science, Urban Planning, Sociology, Finance, Economics or closely related field. Master Degree in one of these fields is strongly desired.

WORK EXPERIENCE: The successful candidate will have demonstrated experience in working in complex political environments and negotiating with diverse key stakeholders at local and/or regional
level AND three (3) years' experience managing complex grant-funded programs. Familiarity with the NE San Fernando Valley strongly preferred.

SKILLS: An applicant with strong oral, written, organizational, communication and interpersonal skills. The proven ability to track, facilitate and support progress for a program with many partners and deliverables is strongly desired.

Preference will be given to candidates who are conversant in Spanish and have a strong working knowledge of active transportation, alternative energy, park planning, workforce development and/or community development policies and programs, especially at the local level.

SPECIAL REQUIREMENT: Must possess a valid California class 'C' driver's license.

*Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.*