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***New Voices Are Rising* Program Manager**

Job Announcement

May 2021

About the Rose Foundation for Communities and the Environment

The Oakland-based Rose Foundation for Communities and the Environment supports community driven action for the environment, community health, and people's rights. Our community-based grantmaking approach has earned national recognition for building grassroots power for conservation and social justice causes. And our *New Voices Are Rising* program engages high school students from the most impacted neighborhoods in Oakland and the wider Bay Area, encouraging youth to step forward as a new generation of environmental justice leaders. Each year our Summer Climate Justice Leadership Academy provides intensive training for 16 students; and our school-year Fellowship program engages 3-5 high school student Fellows in organizing, research, and outreach projects around climate justice and environmental equity. Staff and Fellows also lead workshops and service activities on high school campuses and in the broader community.

Position Summary

The Program Manager is the lead staff person for the *New Voices Are Rising* program. They spearhead a collaborative process to shape the long-range vision for the program; set the program's goals for youth leadership development and advancing environmental justice; maintain partnerships with funders, community partners, and government officials; and coordinate the overall management of the program. The role supervises the full-time Youth Coordinator and seasonal staff, and supports supervision of students and Fellows.

The Ideal Candidate

The ideal candidate is deeply committed to and experienced in youth development, community-driven work, and environmental justice education and advocacy. They are comfortable working with youth of color from Oakland, including queer youth, and are passionate about nurturing young people to step forward as community leaders. They are a strong project manager, and have experience with program planning, assessment, and managing complex grant contracts. The ideal candidate is excited to work collaboratively with students, staff, and community members to set the overall program direction and vision.

We encourage candidates who were born and raised in Oakland, and who are comfortable conversing in Spanish, or another language commonly spoken in Bay Area communities of color, to apply. We also strongly encourage people of color to apply, as well as candidates who identify as women, femme, non-binary, or LGBTQ+.

Duties and Responsibilities

Program Design and Management (20%)

Take the lead in collaboratively setting the vision and overall direction of the program.

- Work with the *New Voices* team and Rose Foundation senior leadership to shape and carry out a vision focused on fostering young environmental leaders in communities most impacted by environmental injustice, while advancing environmental justice and climate protection.
- Lead annual planning for the program and identify annual campaigns and policy goals. Develop and adapt the program budget in collaboration with the Administrative Director.
- Develop specific projects in collaboration with students, community partners, and staff.
- Shape the overall curriculum arc for the Summer Academy and school-year Fellowships and Internships in collaboration with the Youth Coordinator.
- Evaluate program impact: identify metrics for measuring program outcomes, set up and maintain tracking systems, and provide data for internal and external audiences in collaboration with the Data and Evaluation Director and the Senior Program Advisor.

Fundraising/Development (30%)

Partner with senior leadership to identify, implement, and execute funding strategy for *New Voices*.

- With guidance and training from the Senior Program Advisor, actively collaborate with the Executive Director, Administrative Director, and Development Director on funding strategy for *New Voices* within the context of the foundation's strategic partnerships.
- Partner with the Development Director and Grant Writer to research and identify grant and contract funding opportunities, and draft grant proposals and reports.
- Ensure that funding proposals are aligned with *New Voices* programming and evaluation metrics.
- Establish and cultivate positive relationships with government agencies, foundations, and individual donors.
- Work with Development staff to plan and shape *New Voices* messaging, fundraising campaigns, and communications.

Youth/Student Engagement (20%)

Provide overall guidance in implementing the *New Voices* programs for student engagement and youth development, affirm a culture of youth leadership and collaboration around environmental and social justice issues, and support the Youth Coordinator in youth-facing work.

- Support the Youth Coordinator in recruiting, interviewing, and selecting students to participate in the programs, and in developing community involved action projects.
- Support the Youth Coordinator as they implement the curriculum and execute program activities.
- Guide and mentor youth participants: advise youth in career, professional, and academic development.

Grants Management (15%)

Lead a collaborative grants management process, ultimately responsible for ensuring that grant deliverables are completed and accurately reflected in data tracking systems.

- With support from the Data and Evaluation Director and Senior Program Advisor, create, implement, maintain, and refine systems to track program activities and student participation, in addition to other relevant deliverables and evaluation metrics.
- Partner with the Development team to ensure that grant reports and deliverables are complete and reported on time.
- Track expenses in relation to available funds/budget in collaboration with Administrative Director.

Partnerships (15%)

Establish and maintain partnerships with government agencies and elected officials to coordinate collaborative projects and advance environmental justice. With support from the Youth Coordinator, nurture partnerships with community groups and local schools.

- Work with community partners and government officials to identify opportunities for youth to advance environmental justice issues and inform pending policy decisions.
- Coordinate with community partners to involve youth in meaningful collaborative projects.

Qualifications

- Demonstrated commitment to environmental protection and social justice.
- Minimum three years of combined experience in youth leadership development, community organizing, and environmental advocacy or policy work, including experience working with youth of color and queer youth.

- At least two years of experience developing and implementing programs including fundraising, curriculum development and program planning, management, and evaluation.
- Demonstrated relationship-building skills.
- Collaborative approach to managing a team and working across departments/programs.
- Strong writing and project management skills.
- Attention to detail, ability to work under multiple priorities and deadlines with a collaborative problem-solving approach, and the adaptiveness and flexibility to thrive in a small office.
- Must be willing to work a flexible schedule based on student activities, and agency and partner scheduling constraints, including occasional evenings, early mornings, and weekends.

Desired Qualifications

- Experience working with youth in urban frontline communities and on environmental justice issues at a community level.
- Familiarity with local, regional, and statewide decision-making bodies, community organizations, environmental advocacy organizations, and organizations serving youth.
- Two- or four-year college degree.
- Experience in program evaluation, including setting up evaluation systems for accurate and valid assessment, and analyzing data to draw conclusions and make recommendations.
- Bilingual fluency in English and Spanish or another language commonly spoken in the Bay Area.
- Licensed driver able to transport students to and from activities and events.

Salary, Hours, and Benefits

The Program Manager is a full-time, exempt, at-will position. Starting annual salary is in the range of \$55,000 - \$65,000 depending on experience and qualifications. Benefits include fully paid health insurance (medical/dental/vision/life/LTD); sick leave which exceeds California standards; generous vacation and paid holidays; Flexible Spending Accounts; and 401k with employer contribution and match; plus, sabbatical and professional development opportunities. General hours are 9:30am-5:30pm, Monday through Friday; evening, early morning, weekend hours required based on program activities.

Workplace Considerations

During the ongoing COVID-19 pandemic and shelter-in-place, all Rose staff are working remotely. We will return to the office once it is safe to do so. The Program Manager will also need to work

remotely until all staff return to our Oakland office. The Rose Foundation will work with the hired candidate to ensure proper equipment setup and connectivity.

Our office is in a commuter-friendly location five blocks from Lake Merritt BART; located near Jack London Amtrak, AC Transit including the 72R, 12, and Broadway Free Shuttle, and Oakland's network of bike lanes.

How to Apply

Send your resume and cover letter to Rachel Farahbakhsh at rfarahbakhsh@rosefdn.org . Please write "Program Manager— [Your Name]" in the subject line. In your cover letter please describe:

1. A past experience you have had involving youth in advancing environmental justice;
2. Why you are interested in working for the Rose Foundation; and
3. How you learned about this position.

Applications will be reviewed as received. We are looking to fill this position as soon as possible – please apply early!

The Rose Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.