



Associate Director of Programs

TOGETHER Bay Area seeks an entrepreneurial and collaborative **Associate Director of Programs** to lead the design and implementation of its two programs: advocacy and convening. The two programs connect, convene, and catalyze action to advance TOGETHER Bay Area's mission and serve its members, and to meet today's challenges with the energy and innovation for which our region is known.

This is an opportunity to:

- Champion nature-based, equity-centered solutions that increase our capacity to steward resilient lands and collaborate at the regional scale to the challenges we face.
- Contribute to the transformational changes we need for climate resilience and social equity.
- Lead TOGETHER Bay Area's programs in a way that is collaborative, welcoming, positive, relationship-centered, and joyful.
- Learn a lot about people, organizations, systems change, and a range of topics including land stewardship, policy and funding, and so much more.
- Work closely with a team of collegial professionals who are passionate about the work they do and having fun while doing it.

The Associate Director of Programs plays a key leadership role in maximizing TOGETHER Bay Area's potential to realize the organization's mission and vision, and building the organization's long-term sustainability. The Associate Director reports to the Executive Director. They supervise contractors including event planners.

Organization Background

TOGETHER Bay Area is a regional coalition of nonprofits, local Native American tribes and organizations, and public agencies working for climate resilient lands – including lands that are natural, working, rural, and urban – and social equity.

Founded in 1990 as the Bay Area Open Space Council, the organization went through a significant rebuilding in 2018-2019, which resulted in a new organizational, strategic, and business plan. The organization was renamed and relaunched in January 2020 and has grown significantly since then. The organization strikes a balance between proactive leadership for the mission and responsive services to the members' needs through two programs: advocacy and convening. TOGETHER Bay Area is now seen as an influential voice for nature-based and equity-centered solutions to the climate crisis with over 70 member organizations and growing.

The organization is currently investing in its sustainability through strengthening its governance model and building the team of staff and contractors. The team consists of two new staff people - an Associate Director of Programs and a Membership & Communications Coordinator - and contractors including a policy consultant, conservation strategy consultant, event planners, and other program and operational support.

Compensation and Benefits

The annual salary range for this position is \$105,000-120,000 depending on experience. This is a full-time, salaried position. We offer a flexible and family-friendly work environment including generous vacation and wellness days, 13 paid holidays, and 3 weeks of paid office closure (one week in July and two weeks in December). Financial support provided for individual professional development activities. Monthly stipend is provided for Internet and cell phone expenses. Health and dental benefits can be negotiated. The successful candidate also has the opportunity to join an employer-sponsored retirement plan.

We are fostering a workplace that: creates a sense of *belonging*, centers *equity*, builds *trust* between the team and with the members, constantly *learns* and adapts, and creates opportunities for *joy*.

Outcomes

The Associate Director is successful when these outcomes are achieved:

- TOGETHER's programs and deliverables are strategic, innovative, and impactful.
- Policy priorities are set and achieved annually. Advocacy actions are effective, build political capital, and are consistent with TOGETHER's values.
- The Policy Committee follows its charter, is welcoming to any member who wants to participate, and is positive and productive.
- TOGETHER large and small events are well attended, are welcoming, and achieve their desired goals.
- TOGETHER members perceive that the TOGETHER programs are valuable to them and their organization.*
- TOGETHER members trust the TOGETHER team to carry out the mission of the organization and serve the full membership.*
- The TOGETHER team of staff and contractors is positive and productive.*

*shared outcomes with all team members

Responsibilities

Strategic Leadership

- Seeks out, analyzes, and generates innovative and emerging solutions to ensure a more resilient Bay Area for land, water, and people.
- Explores new funding streams, seeks new partnerships, and other novel ways of supporting TOGETHER's members' work and TOGETHER's mission that take into account climate resilience, social inequity, and other pressing challenges that need innovative and intersectional solutions.
- With the Executive Director sets and works to align the programmatic goals with the organization's mission and goals. Participates in annual organizational budget setting and strategic planning, and attends quarterly Board meetings.

Program delivery

- Continues to build and solidify programs while ensuring synergies between advocacy and convening programs.
 - Leads TOGETHER's efforts to set policy priorities on an annual basis and work throughout the year to achieve those priorities.
 - Leads the design and oversees the implementation of small and large events including webinars, working groups, field trips, Together Tuesdays, and the annual conference.
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Responsibilities (*continued*)

Program delivery (continued)

- Directs the coalition's advocacy efforts including: a) Convenes and leads the Policy Committee of TOGETHER members in order to strengthen the coalition and achieve our annual goals; and b) Mobilizes TOGETHER members to take action like sign-on letters, policy briefings, advocacy days, and other strategic actions.
- Supervises consultants including: a) A Sacramento consultant who tracks and analyzes policies, provide guidance on advocacy actions, coordinate advocacy meetings, and share information with the TOGETHER team and policy committee; and b) Event planners who design and implements the Together Tuesdays online events in the fall and the in-person conference in the spring.
- Ensures accountability and compliance with external fiscal and legal requirements related to the Advocacy Program.
- Co-leads the Right Relations program with the Executive Director and consultants.

Coalition building

- Builds relationships with TOGETHER members to understand the members' challenges and opportunities, and inform the advocacy and convening programs' activities.
- Communicates regularly with TOGETHER members through meetings, policy briefings, email communications, and other means.

Preferred Qualifications

Experience

- At least 7-10 years' experience working in or directly with nonprofit organizations. Experience with small nonprofits or start-up organizations is a plus.
- Advancing equity and justice through programs, organizations, and policies.
- Working on the current trends in climate resilience, conservation, natural resource protection, restoration, land management, environmental education and interpretation, natural infrastructure, public access, and outdoor recreational issues.
- Serving in positions of increasing responsibility in coalition building, program management, public policy, governmental affairs, community organizing or a related field.

Competencies

Leadership and collaboration

- Comfortable with complexity, and change. Ability to navigate ambiguous situations with curiosity.
 - Ability to "Yes And" instead of "No But" in order to support creativity and collaboration.
 - Ability to think about long-term strategies and take into account multiple perspectives.
 - Ability to work in a collaborative, multi-cultural, and professional manner.
 - Ability to invite and welcome people to work together towards shared goals through clear and engaging written and verbal communications.
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Competencies (*continued*)

Project management

- Skills needed to develop, direct and manage multiple projects and budgets while shepherding ideas to realization.
- Ability to triage and prioritize competing demands for the organization's resources in support of the organization's mission, values, and value to the members.
- Strong team-building and people management skills.
- Proficiency in MS Office, Google Suite including Gmail, Dropbox, and Zoom.

Advocacy and convening

- Commitment to "collaborative advocacy" that is positive, constructive, relationship-centered, collaborative, and joyful.
- Understanding of land conservation strategy and policy including the issues, challenges, opportunities, and players in the field.
- Skilled at working in coalitions including listening deeply, identifying themes across the membership, process facilitation, meeting facilitation, acting with integrity and transparency, and celebrating successes.

Additional Information

TOGETHER Bay Area is an Equal Opportunity Employer.

TOGETHER Bay Area is guided by its Framework for Justice, Equity, and Belonging. Recruiting and retaining a diverse team of staff and contractors is a high priority at TOGETHER Bay Area. TOGETHER Bay Area does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, genetic information, disability unrelated to job or admission requirements, or veteran status.

Location

The TOGETHER Bay Area team works remotely within California, and ideally within reasonable driving range of the Bay Area and Sacramento. We plan to hold all-team overnight retreats in person twice a year. The Associate Director should be prepared to meet in person with TOGETHER colleagues at events, meetings, or outings once a month on average. We maintain a mailbox in Berkeley. We do not have an office, but we have budget for co-working space rental for staff members if desired.

Disclaimer

This job description is not intended to be an all-inclusive list of duties and responsibilities of the position. The Associate Director of Programs may be assigned additional duties in support of the team.

To Apply

Please submit your application including a cover letter and resume via email to HR@togetherbayarea.org. In your cover letter please describe your experience facilitating diverse groups towards a shared goal. Include “Associate Director application - Your Name” in the subject line.

The position is open until filled.

www.TogetherBayArea.org
@TogetherBayArea

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