

Job Description for THCCN Network Manager

Title: Texas Hill Country Conservation Network - Network Coordinator
Supervisor: Hill Country Alliance – Executive Director
Reports to: Texas Hill Country Conservation Network Executive Committee

Network Description

The Texas Hill Country Conservation Network (THCCN) aims to significantly scale-up the impact of conservation focused organizations working to protect the natural resources, rural heritage and quality of life in the Texas Hill Country. THCCN is a group of likeminded NGOs, governmental agencies, universities, and individuals that believes in the power of collaboration and its ability to solve our state's most complex conservation challenges.

THCCN is administered by the Hill Country Alliance (HCA), in coordination with a steering committee of 9 other conservation-focused nonprofits, universities, and agencies. The Hill Country Alliance is a non-profit organization working to bring together an ever-expanding alliance of groups throughout a multi-county region of Central Texas with the long-term objective of preserving open spaces, water supply, water quality and the unique character of the Texas Hill Country.

Position Description

Under the direction of the THCCN Executive Committee in collaboration with the HCA Executive Director, the Network Coordinator will be responsible for day-to-day management of THCCN and will oversee all the logistical operations including but not limited to:

Strategic Responsibilities

- Supporting the continued development of the Network's strategic plan
- Working with individual action teams to ensure progress on Network goals
- Cultivating new partnerships and non-traditional partners
- Seeking funding and fundraising opportunities
- Fostering working relationships and shared accountability for collaborative work
- Ensuring smooth operations and Network governance

Administration & Coordination Responsibilities

- Ensuring consistent and clear communications among Steering Committee
- Developing the Network's meeting calendar
- Developing meeting agendas, with input from Network participants
- Ensuring that all meeting materials are prepared and distributed in advance
- Attending and facilitating all Network meetings, including managing the agenda in a timely manner and helping to ensure that discussions remain relevant and effective for governance
- Recording and sending out meeting notes to all Network members
- Sending out timely and relevant communications to network members
- Helping ensure Network participants are aware of deadlines & steps necessary to meet them
- Maintaining email lists, communications plans, Google Drive organization of files, materials
- Drafting, editing and reconciling of Network documents

Fundraising Responsibilities

- Securing new sources of funding, to include grant writing, crowd funding, and other fundraising activities as deemed appropriate by the Network
- Supporting the development of the Network's brand

Knowledge Skills and Abilities

- Undergraduate degree and at least 4 years of experience in natural resource management
- Knowledge of the collective impact model and strategies for collaborative success
- Ability to lead strategic planning initiatives
- Skill in project assessment and management
- Skill in stakeholder process
- Skill in establishing and maintaining effective working relationships
- Skill in effective verbal and written communication
- Knowledge of environmental issues in the Texas Hill Country
- Knowledge of local NGOs and governmental agencies in the Texas Hill Country
- Skill in public speaking and one on one conversations
- Ability to follow instruction and receive critical feedback
- Knowledge of environmental conservation strategies
- Ability to take clear and concise meeting notes
- Skill in using Microsoft Office

To apply: Send a letter of interest, resume and three professional references to info@hillcountryalliance.org