



## NETWORK MANAGER FOR TEXAS HILL COUNTRY CONSERVATION NETWORK

Created in 2017, the [Texas Hill Country Conservation Network](#) (the Network) is a partnership of nearly four dozen conservation nonprofits, government agencies, and academic institutions with a mission to maximize the protection of the Texas Hill Country's natural resources through enhanced collaboration. The Network is guided by a strategic plan focused on landscape-scale impact and governed by a Steering Committee comprised of individuals bringing decades of experience, expertise, and insight on land and water conservation issues.

The Network Manager is a key position for advancing the mission of the Network, serving as the bridge and connector between members of the Steering Committee, working groups, and Network partners. The Texas Hill Country encompasses more than 11 million acres in 18 counties in Central Texas, including the rapidly growing cities of San Antonio and Austin, as well as extensive rural areas. Without collaboration, we will not keep pace with the loss of open space, the threats to water resources and other challenges facing our region.

The Network is fiscally sponsored by Hill Country Alliance and this position is housed within their operations.

### PRIMARY RESPONSIBILITIES

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This position reports to the Executive Director of Hill Country Alliance and works in close coordination with the Executive and Steering Committees of the Network. Primary areas of emphasis include:

1. **Coordination:** To enhance collaboration and scale on-the-ground impacts, convene regular meetings of the Executive and Steering Committees and support the convenings of the Network's Land Team, Water Team, DEIJ Committee, and Climate Change Committee. This will include the development and management of agendas and timely distribution of meeting materials. Creating and sustaining good working relationships with dozens of partner agencies and non-profit organizations, contractor and project management, and supporting and holding partners accountable on collaborative projects will be key to success.
2. **Communication:** To enhance and scale collaboration, good communication is key. This position will be responsible for seeing that meeting notes are taken in each Network convening and appropriately saved and shared afterward. Email lists will need to be updated and maintained. As the Network continues to grow, overseeing the development of Network branding and other communications infrastructure will also be key.
3. **Fundraising & Administration:** The Network Manager will play a key role in managing current grants, including tracking deliverables and ensuring timely submission of reports, and managing philanthropic relationships. Additionally, this individual will cultivate new sources of funding to support the continued growth of landscape-scale projects and collaboration. Shared file storage and CRMs, including Dropbox, Google Drive, Microsoft Teams, and Neon, will need to be organized, updated, and maintained. This position will be responsible for ensuring smooth operations and Network governance.

### GENERAL REQUIREMENTS & PREFERRED EXPERTISE

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- At least 4 years relevant work experience in nonprofit program management.
- Must be highly motivated, energetic, deadline-oriented and able to handle multiple priorities.
- Excellent interpersonal skills as well as verbal and written communications skills.
- Self-starter, lots of initiative and ability to work independently.
- Knowledge of the collective impact model and strategies for collaborative success.

- Experience with project assessment and management.
- Knowledge of environmental issues, NGOs, and government agencies in the Texas Hill Country.
- Knowledge of environmental conservation strategies.
- Availability to work occasional evenings and weekends.
- Proficiency in Microsoft office suite, database management.
- Must have a vehicle, valid driver's license, and willingness to travel throughout the 18-county Hill Country for daytrips and very occasional overnight trips.

## **BENEFITS**

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- Salary baseline \$65,000, negotiable commensurate with experience.
- The Hill Country Alliance values work-life balance and a family-friendly atmosphere. We have a flexible 40-hour workweek schedule that can be modified to meet staff needs. At times (approximately 5%) evening and weekend work will be necessary, time off may be taken to balance a 40-hour schedule.
- Staff typically works from the office about once per week and the rest of the time from home or in the field for meetings.
- Two weeks paid vacation.
- 10 paid major holidays, plus the week between Christmas and New Years, paid time off.
- 6 weeks of paid, plus 6 weeks of optional unpaid, maternity/paternity leave
- Up to 3% matching contribution to retirement plan after 6 months' employment.
- Option of medical insurance or \$372/month stipend after 1-month employment.
- HCA offices located in Dripping Springs. Amazing Hill Country experiences and a network of support in the form of Steering Committee members, HCA Board of Directors, and partners.

## **APPLICATIONS:**

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Applications will be reviewed on a rolling basis. Target start date is mid-July 2022.

Hill Country Alliance is proud to be an Affirmative Action and Equal Opportunity employer and we welcome applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. HCA is committed to providing access, equal opportunity, and reasonable accommodation for all individuals in employment practices, services, programs, and activities.

The requirements listed in our job descriptions are guidelines, not hard and fast rules. If you have 75% of the qualifications listed we encourage you to apply. Applying gives you the opportunity to be considered.

We are especially excited about increasing applications from people who understand the value of promoting diversity, equity and inclusion including people with disabilities, Black, Indigenous, people of color, and LGBTQ+.

**Candidates should send their resume and three references to [john@hillcountryalliance.org](mailto:john@hillcountryalliance.org) with the following Subject Line: APPLICANT TO MANAGER POSITION. In lieu of a cover letter, please send responses in a 1-page document to the following questions: 1) What interests you most about the Network Manager role? 2) Describe two skill-sets, certifications and/or experiences you have that will enable you to thrive in this role. 3) In what ways do you hope to grow as a result of working in this position?**