



## **COMMUNITIES PROGRAM MANAGER FOR HILL COUNTRY ALLIANCE**

Founded in 2005, the [Hill Country Alliance \(HCA\)](#) brings together a diverse coalition of partners throughout a 17-county region of Central Texas with the long-term objective of preserving the natural resources and unique character of the Texas Hill Country. A regional non-profit organization, HCA focuses on community engagement around stewardship of Hill Country land, water, night skies, and communities. Led by a highly involved, professionally and geographically diverse board, HCA bridges traditional boundaries (e.g. urban-rural divides) through education and outreach, capacity building, gentle advocacy, and partnerships to ensure a healthy and vibrant Hill Country for future generations.

HCA's Communities Program is one of four primary program areas, along with Land, Water, and Night Skies. The Communities Program has three strategic focuses: 1) Advance local and regional planning and development policies and initiatives that preserve the region's unique character, promote stewardship of the region's natural resources, and foster a healthy regional economy; 2) develop capacity of local government and civic leadership; 3) address the impacts of expanding industrial activities in the region, particularly aggregate and concrete operations.

HCA is engaged in a lifelong journey to better represent and serve the diversity of the Hill Country and Texas in our organization and through our programming. We recognize that communities of color are disproportionately impacted by Texas' natural resource and economic challenges and that their leadership and partnership is invaluable in meeting those challenges.

### **PRIMARY RESPONSIBILITIES**

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This position reports to the Program Director of HCA and works in close coordination with the entire staff. Primary areas of emphasis include:

#### **COMMUNITY ENGAGEMENT & COALITION BUILDING (65%)**

- Facilitate meetings and engage partners in HCA's Communities Program work.
- Grow community support for local policies that advance HCA's strategic goals.
- Craft and deliver public presentations on various policy issues
- Create timely, relevant public outreach messages, policy comments and issue briefs that reflect the HCA mission and core strategies.
- Raise public awareness of local planning policies, programs, and strategies through traditional and nontraditional media outlets.
- Provide guidance to local and state government officials, as well as local stakeholder groups, on a variety of planning and development topics.
- Provide key leadership and support to the Hill Country Leadership Institute, helping to plan and coordinate the programs, recruiting, and ongoing engagement with the cohort and alumni.

#### **STRATEGIC PROJECT DEVELOPMENT & MANAGEMENT (25%)**

- Identify, plan, and execute collaborative projects designed to advance HCA's strategic goals.
- Partner with regional and local stakeholders including residents, government officials and staff, nonprofits, planning firms, universities, chambers of commerce, and others.
- Coordinate and implement timely responses to emergent issues as well as long-term strategies with a diverse spectrum of partners.
- Identify local, state, and federal funding programs for planning and development that advance HCA's strategic objectives and promote these programs to local governments.

### **OPERATIONS AND ADMINISTRATION (10%)**

- Maintain project and grant budgets, manage contract staff, and ensure timely reporting.
- Craft annual program work plan, budget, and fundraising strategy in coordination with executive director and development staff.
- Compose grant applications and develop and manage relationships with key funders.
- Work collaboratively with HCA administrative and communications staff and board members.

### **GENERAL REQUIREMENTS & PREFERRED EXPERTISE**

- Degree in city or regional planning, public policy, or related field, or a minimum of 3 years of experience in nonprofit, governmental agency, governmental relations, or related field.
- Must be highly motivated, energetic, deadline-oriented and able to handle multiple priorities.
- Must be highly organized with attention to detail.
- Excellent interpersonal skills as well as verbal and written communications skills.
- Strong meeting facilitation skills for small and large meetings, including prep work and follow up.
- Self-starter, lots of initiative and ability to work independently and learn on the job.
- Availability to work two to three evenings or weekends per month.
- Must have a vehicle, valid driver's license, and willingness to travel throughout the 17-county Hill Country for daytrips and very occasional overnight trips. Daytrips occur about once per week, overnight trips about 4 times per year.
- Proficiency in Microsoft office suite is required. Proficiency in Adobe suite is preferred.

### **BENEFITS**

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- Salary baseline \$60,000, 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 should 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.
- 11 paid major holidays, plus the entire week between Christmas and New Year's, paid time off.
- 6 weeks of paid, plus 6 weeks of optional unpaid, maternity/paternity leave.
- Up to 3% contribution to retirement plan after 6 months' employment.
- Option of medical insurance or ~\$300/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 HCA Board of Directors, donors, and partner organizations.

### **APPLICATIONS:**

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Applications will be reviewed on a rolling basis. Target start date is January 10, 2024.

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 cover letter, resume and three references to [info@hillcountryalliance](mailto:info@hillcountryalliance) with the subject line: Communities Program Manager Application.**