POSITION DESCRIPTION

Title: Network Manager

Hours: Part-time (16-24 hours per week), benefits negotiable

Location: Remote and flexible (within U.S.)

Position Summary

The Network Manager is a part-time staff position with the Robert and Patricia Switzer Foundation. The Network Manager cultivates Switzer Fellows' engagement as participants, contributors, and leaders of the Switzer Network, by sustaining high-quality relationships and collaborations among Switzer Fellows and convening welcoming events that build community and catalyze collective action to advance the mission of the Switzer Network. The Network Manager also manages the foundation's communications, supporting Switzer Fellows to communicate effectively and engage equitably with communities, policy makers, and the media, and promoting Switzer Fellows as recognized leaders driving positive environmental change for natural and human communities.

Organization

The Robert and Patricia Switzer Foundation is a results-driven family foundation that invests in individuals and organizations that drive positive environmental change. Through our core program, the Switzer Fellowship, and related grants, the foundation identifies and nurtures environmental leaders who have the ability and determination to make a significant positive impact and supports initiatives that will have direct and measurable results to improve environmental quality and advance social equity. The foundation also sponsors professional development and networking activities for the Switzer Network, comprised of nearly 700 Switzer Fellows who are leaders in the nonprofit, public policy, philanthropic, academic and government sectors working to solve today's environmental challenges. For more information, see www.switzernetwork.org.

Core Responsibilities

- Cultivates the Switzer Network by facilitating relationships among Switzer Fellows and supporting fellows to connect more deeply with the Switzer Network across geography, expertise, sector, career phase, and identity;

- Convenes the Switzer Network by designing, organizing, and facilitating virtual and in-person retreats, trainings, and networking events, providing a spectrum of welcoming opportunities for Switzer Fellows to engage or re-engage with the network;

- Catalyzes the Switzer Network by sustaining collaborations among Switzer Fellows and supporting collective projects and activities of the Switzer Network;

- Communicates with the Switzer Network by fostering vibrant conversations among Switzer Fellows via the foundation's listservs, newsletters, and networking events;

- Communicates about the Switzer Network by producing original content and republishing news stories amplifying Switzer Fellows' leadership for the foundation's website, social media channels, and annual report; and

- Coordinates opportunities for Switzer Fellows to improve their skills to communicate effectively and engage equitably with communities, policy makers, and the media.

Desired Skills and Qualifications

- Experience building or contributing to networks, coalitions, or communities of practice that cross boundaries and include people with a range of identities, disciplines, and perspectives;

- Passion for communicating about and amplifying the leadership of others, often from behind the scenes;

- Experience convening in-person and virtual events and strong, inclusive group facilitation skills;

- Excellent written, visual, and verbal communication and editing skills and knowledge of strategic communications planning;

- Experience maintaining an organizational website, including managing content development, design, and technical support;

- Proficiency with social media platforms and network communication tools, including LinkedIn, Twitter, Constant Contact, Google Groups, and Slack;

- Demonstrated initiative, ability to work independently and think creatively about how to activate resources and build partnerships;

- Strong interpersonal skills, including the ability to communicate openly and directly with colleagues and network members and proactively sustain authentic and respectful working relationships;

- Enthusiasm for experimentation, continual learning, and adaptation;

- Familiarity with contemporary issues and innovations in environmental science, policy, and justice; and

- Demonstrated commitment to, knowledge of, and experience with advancing racial equity and social justice.

To Apply

Please send an application for the Network Manager position, including a cover letter describing your qualifications and relevant experiences, current resume, and list of three professional references with contact information to: admin@switzernetwork.org. Application review will begin on **December 7, 2020**, and the position will remain open until filled.

The Robert and Patricia Switzer Foundation is committed to equal opportunity employment and does not discriminate on the basis of race, ethnicity, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender identity or expression, sexual orientation, veteran status, or any other status protected under federal, state, or local law. All are welcome and encouraged to apply.