



REQUEST FOR QUALIFICATIONS

Community Outreach Manager For Sustainable CT Community Project Challenge

SUMMARY

[Sustainable CT](#), in partnership with [ioby](#), seeks a dynamic, organized, committed, and creative individual to recruit, train, and support community members in crowdfunding for sustainability projects. The Community Outreach Manager is responsible for identifying and building relationships with potential community-based project leaders; training potential project leaders through educational workshops and hands-on support; and meeting the goals of funders and the Sustainable CT Board of Directors for the Sustainable CT Community Project Challenge. Eligible projects will align with Sustainable CT actions, obtain crowdfunding support from community residents and businesses, and receive matching funds from Sustainable CT. Qualified candidates will have a passion for the mission and values of both Sustainable CT and ioby, demonstrated strong relationship-building and people skills, and successful experience working with grass-roots organizing and/or civic engagement in Connecticut.

ABOUT SUSTAINABLE CT

Sustainable CT is comprehensive program that inspires, accelerates, and recognizes sustainability actions by Connecticut communities. Created by towns for towns, Sustainable CT includes a road map of sustainability actions, tools and resources to implement those actions, and certification to recognize municipalities for their successes. The program is coordinated and administered by the Institute for Sustainable Energy at Eastern Connecticut State University.

ABOUT IOBY

ioby (In Our Backyards, Inc.) mobilizes residents across the country to become powerful leaders who plan, fund, and make positive change in their communities. We are creating a future in which our neighborhoods are shaped by the powerful good ideas of our own neighbors. ioby is a 501c3 nonprofit that serves resident-leaders nationwide with an affordable fundraising platform and one-on-one project support.

ROLE OF COMMUNITY OUTREACH MANAGER

The Community Outreach Manager is critical to the success of Sustainable CT and the ioby/Sustainable CT pilot partnership. This is a one-year full-time contract position, with the hope and expectation of contract renewal based on successful performance. The services

required include outreach, training, and cultivating and supporting potential project leaders to ensure successful projects that align with Sustainable CT actions. The contractor will report to the Sustainable CT Board of Directors and work in a dynamic collaborative team environment with Sustainable CT and ioby staff. The contractor will be trained by ioby staff and Sustainable CT and will have full access to ioby and Sustainable CT staff and program support infrastructure.

JOB OBJECTIVES

- Work with ioby and Sustainable CT to create and implement an effective program outreach strategy in Connecticut.
- Build and nurture a pipeline of local project leaders doing a variety of sustainability projects, through community engagement.
- Engage project leaders in high enough numbers to align with the goal of spending out \$360,000 in match funding by May 2020.
- Positively represent ioby and Sustainable CT to a Connecticut audience.

DUTIES

- Publicize the Sustainable CT Community Project Challenge to the general public and target organizations.
- Target outreach to potential project leaders through existing Sustainable CT partners and other relevant Connecticut organizations.
- Build relationships with partner organizations and residents across the state to support robust and diverse program participation.
- Provide training, educational workshops, and webinars for potential project leaders on the basic how-to's of crowdfunding, project eligibility, and Sustainable CT match funding.
- Meet with potential project leaders to help them plan their projects and crowdfunding campaigns.
- Facilitate and support collaboration between each project leader and Sustainable CT municipal liaisons and Sustainability Teams.
- Support project leaders and projects that impact as many Sustainable CT communities as possible, including communities with low capacity that may need extra support.
- Recruit and support projects to meet the goals of funders and the Sustainable CT Board of Directors.
- Coordinate with Sustainable CT and ioby staff on decision-making regarding acceptance or rejection of project idea proposals.
- Plan, track, measure, and evaluate the program, as directed by Sustainable CT and ioby.

QUALIFICATIONS AND SKILLS

Values

- A passion for our mission and a belief that our efforts can make Connecticut communities more vibrant, inclusive, thriving, and sustainable.

- A belief that neighbors know best what their neighborhoods need. They are best equipped to innovate, organize, and make positive change, and are the best long-term stewards of local solutions.
- A passion for social justice and inclusivity, and belief that including all voices-- particularly those that have been historically underrepresented or repressed--in solution-building is crucial in shaping a sustainable future.

Community Engagement Skills

- 2-3 years of successful professional experience doing community engagement in a related field, such as community organizing, case management, urban planning, and / or grassroots fundraising, or in an unrelated field with similar job activities, such as social work, ministering, health care and / or job training
OR
Significant experience (as a Sustainable CT Fellow or intern) supporting Connecticut communities in participating in Sustainable CT and implementing actions
- Strong relationships across, and understanding of, the civic landscape in Connecticut (e.g. culture of giving, relationships between and among neighborhood groups, race and class dynamics, and history of government-led civic engagement efforts)
- Experience with networking and establishing partnerships with local organizations and leadership
- Experience using asset-based community development
- A demonstrated commitment to equity and social justice
- Ability to work with a diversity of residents, regardless of race, class, age, technical abilities, etc.

Fundraising and Coaching Skills

- Experience with fundraising, particularly crowdfunding, grassroots fundraising, or individual donor fundraising
- Ability to teach, coach, and encourage residents on an interpersonal level

Communication Skills

- Excellent written, verbal, and interpersonal skills
- Strong skills in promoting and facilitating trainings, workshops, and events
- Strong public speaking skills, with an ability to tailor fundraising training information for different audiences
- Proficiency in communicating with the media, residents, community-based organizations, and partners
- Solid experience using social media

Organizational Skills

- Excellent time-management skills
- Proven ability to prioritize, follow through, and manage deadlines within a quickly changing workload
- Ability to plan and schedule follow-up activities in a timely and organized fashion
- Ability to work both independently and collaboratively

Technology Skills

4/9/19

- Experience managing a network of constituents with a customer relationship management or similar tool
- 1-3 years of experience using a content management system
- Proficiency and comfort using cloud-based collaborative software such as Google Docs, Google Sheets, Dropbox, Asana, Desk.com, Cirrus, 7Geese

Work Culture

- Experience working in or leading a collaboration or a strategic partnership between or among multiple organizations
- Ability to work with changing processes and strategies, experimenting, evaluating and iterating as a project evolves
- Comfort with working “on the go” while traveling
- Comfort working with a team remotely via online tools such as Slack and video conferencing
- Enjoy fast-paced work and working to meet concrete, measurable deliverables
- Ability to “manage up” and “manage across” by communicating challenges to supervisor and teammates clearly, kindly, and honestly

WORK LOCATION

Work location is flexible. Contractor will be provided office space, but is required to travel throughout the state and spend time in Connecticut communities, and make occasional visits to the ioby New York City office. Base location is the Sustainable CT office operating out of the Institute for Sustainable Energy at Eastern Connecticut State University, 372 High Street, Willimantic, CT.

COMPENSATION

Annual compensation range of \$50,000-\$65,000 based on experience and qualifications.

HOW TO APPLY

Submit the following by 5:00 pm on April 30:

- Please read the instructions here and complete the short assignment here: <https://bit.ly/2uTk90v>
- Email the following to jobs@sustainablect.org
 - Note: Results from the assignment above should be included in your email response as outlined in the instructions.
 - Cover letter (no longer than 2 pages) outlining your experience as it relates to the duties and qualifications outlined above.
 - Resume
 - Contact information for 3 professional references