

# THE CONSERVATION FUND

## Position Description

**TITLE:** Healthy Economies Coordinator

**LINE OF BUSINESS/DIVISION:** Conservation Services/Resourceful Communities Program

**FLSA STATUS:** Exempt

**CATEGORY:** Full Time Benefits Eligible

**REPORTS TO:** Director of Program Strategy, Resourceful Communities

**NUMBER OF POSITIONS REPORTING TO THIS POSITION:** 0

**LOCATION:** Chapel Hill, NC or remote, NC

## THE CONSERVATION FUND

The Conservation Fund (“TCF” or the “Fund”) is a nonprofit conservation organization dedicated to the dual mission of protecting America’s most important land, water, and natural resources while also supporting economic growth in communities. Top-ranked for efficiency and effectiveness, we have worked in all 50 states to protect over 8.5 million acres of land since 1985. To learn more about TCF, visit [www.conservationfund.org](http://www.conservationfund.org).

Established in 1991, TCF’s Resourceful Communities (RC) program works with economically-/socially-distressed communities, particularly BIPOC communities, to strengthen capacity to achieve locally-driven solutions to community challenges. We advance environmental stewardship, social justice, and community economic development through direct technical assistance, networking and financial support. Visit <https://www.conservationfund.org/our-work/resourceful-communities> to learn more.

Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered. Proof of vaccination required.

## POSITION SUMMARY

The Healthy Economies Coordinator supports TCF’s RC work to help rural communities in Western North Carolina address social determinants of health. The Coordinator will work with community- and faith-based organizations to strengthen community projects that address these determinants across marginalized communities, with emphasis on local food entrepreneurship, economic development and the environment. Community projects include, but are not limited to, local food promotion, workforce development and ecotourism. The Coordinator will perform direct support and facilitate external support, to ensure that responsibilities and timelines are developed and met, to advance community projects and to improve organizational skills such as Board governance, financial practices and fundraising. The Coordinator will provide training, tools, coaching and support to community-based organizations on a range of topics, including community engagement, project planning and evaluation. The Coordinator will also develop and deliver presentations, perform outreach and connect network participants to additional resources.

The position is based out of The Conservation Fund’s Chapel Hill, North Carolina office, however, work from Western NC is permitted with occasional required visits to the Chapel Hill, NC office. Regular travel in Western NC is required; mileage reimbursement/car rental for travel and lodging (as needed) will be provided. This position is grant supported and is subject to funding availability. Office space/laptop provided. The work is currently virtual with adherence to CDC pandemic guidelines.

## RESPONSIBILITIES & SCOPE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

*Project-Based Technical Assistance to Faith-Based and Community-Based Organizations (FBO/CBO) (~60%)*

- Assess individual organizations' programmatic and organizational needs; develop and execute mutually agreed upon technical assistance training goals, benchmarks, timeline and responsibilities for RC and technical assistance recipients, with clear connection to TCF and RC program deliverables and goals.
- Evaluate progress on agreed upon training goals with technical assistance recipients (midway and upon completion) and provide updates to RC technical assistance recipients and RC team members on a regular basis.
- Build organizations' skills in project planning, evaluation and implementation; community engagement and equitable partnerships; grant writing and reporting; social determinant-driven programming such as local food entrepreneurship, ecotourism and other topics as appropriate.
- Connect FBOs and CBOs to other community groups and resource agencies that could strengthen their community programming, promote collaboration, or replication of successful approaches.
- Build partnerships with, and increase awareness among, community leaders, other intermediaries/agencies and key stakeholders.
- Perform outreach; develop and deliver presentations highlighting program approaches, initiative goals, etc. to increase network participation.

*Trainings/ Workshops (~20%)*

- Work with the RC team to develop content for and deliver/facilitate six to ten trainings/workshops each year. Training topics include, but are not limited to, community engagement, partnership building, project development, and topics focused on social determinants of health.

*Small Grant Assistance (~15%)*

- Assist grant applicants in developing projects that generate social, economic and environmental benefits and address social determinants of health.
- Support RC team in small grant review, decision-making and grant administration activities.
- Assist CBOs and FBOs as needed in project development, project management and grant reporting.

*Resourceful Communities Capacity/ Administration (~5%)*

- Participate in RC and TCF meetings as required.
- Contribute to RC's social media posts.
- Recommend improvements to technical assistance and training provision.
- Submit time sheets, trip reports and expense statements regularly and on time.

**MINIMUM QUALIFICATIONS**

- Two to five years' experience working in and/or providing training/technical assistance to nonprofit organizations, faith-based organizations and/or community-based organizations on organizational development and projects.
- Knowledge of capacity building topics, including project management and evaluation; partnership building/collaboration and other community-centered skillsets.
- Ability to communicate appropriately with a wide range of stakeholders.
- Understanding of, and experience with, issues affecting limited-resource and rural communities and communities of color, including economic development, social justice, environmental issues and limited access to resources and opportunities.
- Strong oral and written communication skills.

- Ability to multi-task and demonstrate flexibility in adapting plans/approaches.
- Basic Microsoft Office proficiency and ability to utilize virtual presentation platforms.
- Valid driver's license required.

#### **PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE**

- Bachelor's degree in related field.
- Knowledge of popular education, adult learning and experiential training techniques.
- Familiarity with resources in North Carolina that support effective programming in rural communities, including funding, training and curriculum.

#### **PHYSICAL DEMANDS**

- Ability to lift 10 pounds.

#### **WORK ENVIRONMENT**

- Local travel by car required (average zero to three trips per week within a 200-mile radius).
- Occasional evening/weekend work required.
- Work is primarily performed in an office, with some outdoor field visits (in varied settings and weather) required.

#### **COMPENSATION and BENEFITS**

This position offers a competitive salary, opportunities to earn performance-based bonus compensation and a highly competitive package of benefits including employer contributions for health care, paid holidays, vacation and personal/sick leave, retirement plan and more.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time, with or without notice.

To learn more about The Conservation Fund, visit <https://www.conservationfund.org>.

Qualified candidates should email resume and cover letter to: [careers@conservationfund.org](mailto:careers@conservationfund.org).

*The Conservation Fund, a Non-Profit Corporation, is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave status, Sexual Orientation and Gender Identity or Expression. The Fund prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.*