



## THE SUSTAINABILITY INSTITUTE

### **AMERICORPS PLANNING COORDINATOR, PARTNERSHIPS & STRATEGIC GROWTH**

Established in 1999, The Sustainability Institute is a Charleston, SC, nonprofit that works in three primary areas:

- (1) Habitat Restoration: saltmarsh restoration, rain garden design and construction, water-quality testing and monitoring, trail building, and more through our AmeriCorp Conservation Corp job training and employment program;
- (2) Green Building Consulting and Certification: Advise commercial high-performance development projects to adopt rigorous green building and sustainability standards through our Charleston RISES green building certification program; and
- (3) Home Efficiency and Repair: home performance audits and upgrades, weatherization, critical home repair, and energy conservation workshops for households that are energy insecure.

Our mission is to advance resilient, sustainable and equitable communities while building the next generation of conservation leaders.

**The Role:** We are seeking a full-time AmeriCorps Planning Coordinator to help lead our organization through the next phase of strategic growth of our accredited AmeriCorps program, now in its thirteenth year of operation. In this role you work across our region to build partnerships and collaborations that extend our organization's conservation programming in line with organizational priorities and objectives. You will work with Program Directors, the Executive Director and other members of the leadership team to identify, assess and secure opportunities for program expansion. You will design and build program implementation plans that include AmeriCorps recruitment, community outreach, program activities, outcome measurement and other vital components. You will work with the resource development team to secure funding support for expanded operations.

#### **Responsibilities & Scope:**

- Persuasively convey the mission of The Sustainability Institute to partners, community stakeholders, government agencies and authorities, and the general public.
- Build new partnerships and collaborations with conservation agencies while fostering existing partnerships.
- Consult with national and state AmeriCorps funding partners.
- Lead strategic, programmatic planning efforts in concert with senior staff; contribute to business planning.
- Identify AmeriCorps service project and contract opportunities that align with program vision.
- Assist with researching and writing grants and forming contractual agreements.
- Design, organize and plan implementation of community outreach, service-learning and outcome measurement activities.
- Communicate professionally with a wide variety of people from different cultures.
- Assist with program reporting to board of directors, advisors, funders and other stakeholders.

#### **What You'll Bring:**

- Bachelor's degree in applicable field.
- 5-10 years of experience working on conservation causes.
- Proven experience managing, designing, planning, and/ or coordinating conservation-based programs.
- Proven experience in strategy development and implementation.



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- Proven experience building partnerships, collaborations or coalitions.
- Proven written and verbal communication and presentation skills.
- Prior experience serving in roles in government or nonprofit sectors.

### **Preferred Qualifications:**

- Master's or professional degree.
- Experience directing, managing or serving in AmeriCorps programs.
- Strong listener, who is attuned to community needs, knows how to build trust, and will help us build authentic relationships with AmeriCorps members, partners and communities we serve.
- Experience working with under-resourced individuals, families, and communities.
- Experience researching and writing grants.
- Experience designing and implementing strategic initiatives.
- Experience tracking and reporting data to assess program outcomes.
- Proficiency working with Microsoft Office Suite, including Word, Excel, and PowerPoint.
- Demonstrated leadership and relationship-building skills
- Strong negotiation and problem-solving skills.
- Experience with public speaking.
- Demonstrated effectiveness in teaching, mentoring and supporting young people.

### **Other Must Have's:**

- Valid SC Driver's License with an insurable driving record.
- Fully vaccinated per SI's COVID-19 policy.
- Pass 3-part criminal background check.

### **Compensation & Benefits:**

- \$50,000 annually.
- Monthly allowance for healthcare coverage.
- Monthly cell phone reimbursement.
- 401k plan (after 90 days of employment).
- Dental insurance (after 90 days of employment).
- Life insurance (\$10,000, after 90 days of employment).
- Wellness benefit.
- Extremely generous vacation policy.
- Opportunity to work with dedicated and solution-oriented team.
- \*Note: This role is being funded through a Planning Grant. Funding support for this role past the 1- year mark is contingent upon receiving an Operational Grant award.

**To Apply:** Submit a cover letter, resume, and list of three references to Bryan Cordell, Executive Director at: [director@sustainabilityinstitutesc.org](mailto:director@sustainabilityinstitutesc.org). Please add "AmeriCorps Planning Coordinator" to the email subject line. This position is open until filled.

*The Sustainability Institute is committed to providing equal employment opportunity to our employees and applicants. Hiring and promotional decisions are made without regard to race, color, gender, religion, national origin, age, or marital status. The Sustainability Institute does not tolerate discrimination against anyone protected under federal or state law.*