



Maryland Climate Coalition Coordinator - Job Description

1. Statement of General Purpose:

The Maryland Climate Coalition seeks an experienced professional looking to play a critical role in, and make a meaningful contribution to, the movement to address climate change. The Coalition Coordinator will be responsible for organizing the efforts of the Maryland Climate Coalition, a robust collaboration of national, regional, state, and local advocacy organizations committed to advancing policies that reduce greenhouse gas emissions and engaging diverse audiences in the demand for urgent action by decision-makers to address the impacts of climate change.

The Coalition Coordinator will ensure that all aspects of the Coalition's campaigns are integrated, work with the Coalition's Steering Committee and staff to develop annual priorities and work plans, and implement the Coalition's strategic plan. The Coalition Coordinator is responsible for managing the Coalition field coordinator, contractors as needed, and supporting the work of the Coalition's Steering Committee. Principal duties include supporting committees comprised of staff from the Coalition's organizational members in developing political and grassroots/grasstops strategies; developing content and managing communications needs; facilitating the Coalition's media outreach; organizing meetings and events; and assisting with writing and grant reporting.

2. Principal Duties (major areas of responsibility):

- Work with the Steering Committee to develop and implement policy priorities, campaign plan(s), and tactics.
- Manage the Coalition field coordinator to ensure effective grassroots/grasstops outreach and messaging/development of campaign materials.
- Assist the Coalition Policy Committee with policy development and political strategy.
- Foster and maintain relationships with existing Coalition partners; collaborate with the Steering Committee to broaden and diversify the Coalition.
- Serve as spokesperson for the Coalition at meetings and public events as needed.
- Ensure the Coalition navigates an efficient, productive annual planning process that outlines near-term and long-term planning.
- Track progress toward grant deliverables and develop/monitor reporting and accountability systems as needed within the coalition.
- Assist with grant writing and reporting, budget management/maintaining financial records, and execution of contracts.
- Ensure consistent Coalition messaging. Craft and distribute media advisories, press releases, etc. Update, maintain, and develop content for the Coalition's website, social media accounts (Facebook and Twitter), and member organization blogs as needed.
- Plan and organize Coalition meetings and events, including workshops and conferences.
- Manage Coalition listservs, internal website, and google documents.

3. Formal Education and/or Special Training Required:

- Bachelor's degree; background in natural or environmental resources or other related field preferred.

4. Minimum Experience:

- Minimum 5 years of professional experience or equivalent.
- Experience in organizing a network or coalition around a specific campaign.
- Knowledge of clean energy issues and/or climate policy a plus.
- Work history that reflects advancement in responsibility as well as experience in developing and implementing advocacy campaigns, grassroots organizing, media outreach, and environmental advocacy desirable.
- Familiarity with Maryland and knowledge of regional demographics and politics.
- Flexibility in traveling 5-10 days per month within Maryland and working occasional late hours/weekends for events and deadlines, especially during the 3-month legislative session.

5. Minimum Skills:

- Excellent written and verbal, as well as interpersonal, skills.
- Proven ability to excel in a job juggling multiple tasks simultaneously, while maintaining focus on the "big picture."
- Extremely well organized with great attention to detail.
- Experience with meeting facilitation.
- Must be a self-starter who possesses a high degree of initiative.
- Must be adept and comfortable with managing diverse group dynamics.
- Ability to coordinate various levels of staff activities to meet program goals.
- Proficiency in social media (Twitter, Facebook, etc.) and skilled in html code preferred.

6. Travel Requirements: 5-10 days per month

7. To Apply: Please send resume, cover letter, and writing sample to info@marylandclimatecoaliton.org and danfurmansky@gmail.com.

The duties illustrated are of various types of work performed. The omission of specific duties does not exclude them from the position.