



PROJECT DIRECTOR

Urban & Environmental Policy Institute - Moving Forward Network

POSITION SUMMARY

The Urban & Environmental Policy Institute (UEPI) Project Director works closely with the Executive Director and serves as senior leadership for the Institute. Specifically, Project Directors are responsible for overall Project Management, staff/student/intern hiring and supervision, leadership within UEPI and with the College, budget development and management, and internal and external communications.

This Project Director provides leadership and management of the Moving Forward Network (MFN), a national coalition housed at the Urban & Environmental Policy Institute (UEPI) at Occidental College. MFN membership includes more than 50 organizations representing community-based groups, national environmental organizations, and academic institutions in over 20 major U.S. cities that are committed to reducing the public health harms created by our country's freight transportation system. The MFN Project Director is responsible for the management of operations for MFN, oversight of project deliverables and strategic direction, fundraising and sustainability efforts, and ensuring that scope of work activities are carried out, that deliverables and reporting requirements are met. The Project Director works in a team with the MFN Campaign Director to staff and lead the MFN.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Project Management

- Work with Executive Director to develop strategic goals for projects/initiatives that support UEPI's mission.
- Manage specific project/initiatives, including achieving strategic project goals, objectives, and timelines.
- Develop workplans and oversee completion of all grant deliverables, reporting, and budget monitoring.
- Manage all project specific contracts/subcontracts and consultants, specifically:
 - Identify and manage subcontract partners based on needs of projects/initiatives
 - Develop scopes of work and work with UEPI Finance/Grants/Research Manager to coordinate execution of contract
 - Oversee and manage completion of contract deliverables

Staff/Student/Intern Hiring and Supervision

- Work with the Executive Director and Finance/Grants/Research Manager to allocate resources for project staffing, draft job descriptions, identify candidates, and coordinate hiring process and timeline
- Hire and supervise student interns and/or staff
- Complete and manage all administrative tasks associated with student and/or staff supervising (e.g. timesheets, staff performance evaluations, paperwork, etc.)
- Mentor students and staff and identify professional development opportunities when applicable.

Serve as UEPI/Oxy Leadership

- Build and maintain relationships with the broader college community, e.g. through collaboration with individual faculty and/or departments and other college units.

- Participate in UEP faculty searches
- Mentor students (e.g. advise them on comps and student research set up internships, facilitate networking and professional development)
- Engage in College courses when applicable (e.g. guest lecturing in courses)
- Plan for and help carry out and implement UEPI and/or College strategic planning activities

Budgetary Responsibility

- Work with Executive Director to strategically identify organization wide funding opportunities, develop coordinated fundraising strategies across projects, and cultivate funders.
- Take the lead on cultivating relationships with funders for MFN fundraising
- Write and submit grant concepts, letters of intent, and proposals
- Work with Finance/Grants/Research Manager to develop and finalize budgets for prospective grants.
- Work with Executive Director and relevant staff to identify, manage and oversee project/initiative specific expenditures and reports

Internal and External Communications

- Responsible for making highly impactful decisions
- Develops content and oversees changes to UEPI/MFN website page
- Oversees maintenance of program website and any relevant social media activity
- Works with Executive Director and relevant staff to craft responses to media inquiries when applicable
- Represent UEPI in a media context, when appropriate
- Write publications (journal articles, reports, community resources, etc.).
- Coordinate design and printing of publications

MFN Specific Duties

- Work with MFN Policy Campaign Director and the UEPI Director to set annual goals and objectives for the Network with the National Advisory Board
- Develop and manage effective governance systems and processes of MFN including working with the Advisory Board on MFN governance, strategic planning, workplan development, and implementation and evaluation of MFN.
- Manage, and coordinate Network consultants; work closely with UEPI Grants manager to develop scope of work documents and monitor subcontracts.
- Plan and organize large events, including arranging travel, lodging, and meeting logistics,
- Develop print marketing collateral related to fundraising in collaboration with the team.

QUALIFICATIONS

- Bachelors or Master's degree in Urban Planning, Environmental Health, Public Health, Public Policy or related field or at least 5 years Project Director experience.
- Functions as a highly independent manner with minimal guidance.
- Ability to anticipate challenges with a high degree of problem solving and analysis required.
- Must be highly organized, detail-oriented, and self-motivated.
- Must function well within a team context with a positive attitude and the ability to lead as well as "step up to step back".
- Proficiency with MS Suite (Word, Excel, Access, PowerPoint, etc.) software required.

MFN Specific Qualifications

- Knowledge and experience working on issues related to environmental justice and the impacts on public health, workers, environment, and communities from the built environment.

- Experience and commitment in organizing and working with grassroots leaders in environmental justice communities particularly organizing and advocacy.
- Knowledge of policy and planning related to local, state and federal levels.
- Demonstrated experience fundraising, grantwriting, and cultivating funders.
- Excellent writing skills for a range of audiences and formats, including policy briefs, academic articles, and email and social media.
- Experience using Facebook, Twitter, and other social media platforms.
- Knowledge of website design and maintenance.
- Excellent public speaking skills and ability to communicate with a variety of audiences, including advocates, health care providers, and federal, state, and local officials
- Experience motivating and supervising staff, including students and young people.
- Ability to travel on a regular basis.

Salary and Benefits

Salary range is commensurate with experience. This is a grant-funded position. The position is considered an employee of Occidental College. The College offers a competitive salary and a benefits package that includes paid vacation and a medical plan.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.