



POSITION OPENING

Position: Partnerships Manager, RAY Diversity Fellowship Programs

Reports to: RAY Fellowship Program Director

Location: Virtual office

Position Type: Full-time Exempt

Salary: \$55,000-60,000

Benefits: Flexible schedule, paid time off, paid holidays, paid professional development days, employer contribution to medical, dental, vision, short-term disability and life insurance.

Application Link: <https://elpnet.org/elp-job-application>

Timeline: Applications will be reviewed on a rolling basis with a priority submission date of April 1st, 2021.

ORGANIZATIONAL BACKGROUND

The Roger Arliner Young (RAY) Diversity Fellowship Program aims to increase and facilitate conservation, energy efficiency, and renewable energy-related career pathways for emerging leaders of color. The RAY Fellowship Program is a two-year paid fellowship designed to equip recent college graduates with the tools, experiences, support, and community they need to become leaders in the conservation and clean energy sectors—one that, in our visions of the future, fully represents, includes, and is led by the diverse communities, perspectives, and experiences of the United States.

The RAY Program is managed by the Environmental Leadership Program (ELP), whose mission is to support visionary, action-oriented, and diverse leadership for a just and sustainable future. ELP aims to catalyze change by providing emerging leaders with the support and guidance they need to launch new endeavors, achieve new successes, and rise to new leadership positions. Since 2000, we have created a dynamic network of over 1,400 environmental and social change leaders across the U.S.

ELP values the contributions of people from equity-seeking groups as a critical factor in our ability to meet our mission. We encourage applications from LGBTQ+ people, Indigenous peoples, people of color, low-income earners and the unemployed, immigrants and refugees, people with disabilities, and other equity-seeking groups. If you wish to self-identify as belonging to an equity-seeking group(s), please feel free to indicate so in your cover letter.

POSITION DETAILS

The RAY Partnerships Manager will be part of ELP's Emerging Leaders Program Team, building and maintaining relationships with RAY organizational partners (hosting and non-hosting), and supporting the development of Diversity, Equity and Inclusion (DEI) training and coaching for hosting and non-hosting RAY Member organizations. As part of this work, the Manager will engage in coaching calls for active hosting organizations, and provide support for organizations working towards readiness to host a RAY Fellow. The Manager will also support program development and implementation for the RAY Fellowship, and be engaged in retreat facilitation across ELP's programs. This position will report to the RAY Fellowship Program Director.

The Manager will be expected to bring new ideas, collaborate with the whole RAY team in developing program strategy, and join our established culture of continuous improvement and innovation. As a member of a remote-working team, they will be expected to manage their own balanced work week based on the demands of the job and any relevant deadlines. This job will take place in a virtual office, with some in-person work. (All in-person programming and staff work is temporarily suspended due to COVID-19. However, when possible again, this role does require the ability to travel to multi-day trainings, over the course of the year.)

DUTIES & RESPONSIBILITIES

RAY Diversity Fellowship Programs

Building and Maintaining Relationships with External Partners (30%)

- Work with the RAY Program Director to find, establish, and grow relationships with appropriate hosting and non-hosting RAY Member organizations. The Manager will be responsible for maintaining the relationships we have with organizational partners as the RAY Fellowship grows. This will include meeting logistical needs like keeping track of contacts through Salesforce, answering inquiries, MOU changes, etc.
- Support quarterly RAY Member calls.

Diversity, Equity and Inclusion (DEI) Training and Coaching (30%)

- Support the development and implementation of curriculum for RAY hosting and non-hosting Member organizations to advance their readiness and ability to support RAY Fellows. Including but not limited to:
 - Co-create and facilitate the RAY Supervisor Orientation: a multi-day DEI training for RAY Fellow Supervisors who may have little to no experience

working with recent college graduates of color or building inclusive spaces.

- Conducting monthly 1:1 RAY Supervisor coaching sessions.
- Develop support for non-hosting members which can include a non-hosting quarterly call and other support items.
- Developing further curriculum (eg: quarterly webinars) to challenge and push predominantly-white environmental organizations to move towards a transformative shift that is critical of white norms, values, and expectations in the workplace.
- Developing further curriculum to support and grow liberated BIPOC environmental organizations and supervisors.
- Apply this same lens and lessons learned towards internal-facing program and organizational development.

General RAY Fellowship Programming (10%)

- Support curriculum-building for RAY Fellows programming including, but not limited to:
 - Programming that centers young professional BIPOC individuals in becoming empowered and liberated leaders in a variety of workplace settings.
- Work collaboratively with the whole RAY Team (RAY Program Director, RAY Conservation Manager and the RAY Clean Energy Manager).

ELP Core Fellowship Programs (30%)

- Facilitation of multi-day DEI-focused Core Program Retreats.
- Work with Core Programs facilitation team to support continuity and continuous improvement of Core Programs curriculum over time.
- Support cross-pollination of learnings and retreat improvements across Core Programs and RAY Fellowship programming.

SKILLS and QUALIFICATIONS

Requirements for the position:

- Knowledge of social justice, environmental justice, and/or climate justice principles and priorities. Demonstrated experience facilitating and working with racial justice initiatives, such as organizational Diversity, Equity, and Inclusion (DEI) efforts.
- Experience designing, building, and implementing program curriculum and training.
- Experience facilitating and coaching, including facilitating difficult conversations.

- Ability and discipline to work remotely.

Ideal candidates will have experience in a majority of the following:

- Interest and ability to support transformative organizational change within organizations and the broader environmental movement including challenging white dominant norms.
- Cultivating trust and community across identity differences and across geographies.
- Networking and establishing relationships in person, by phone, and by email.
- Working cooperatively with a wide range of personalities, including ELP staff, Fellows and program partners.
- Using cloud-based collaborative software: Microsoft Office products, Google Docs, Dropbox, Email Marketing, etc.
- Knowledge and experience working with pathways programs and individuals from diverse backgrounds (preferred).
- Knowledgeable about designing spaces in which BIPOC can feel safe, seen, and heard (a baseline knowledge of trauma-informed approaches may be beneficial) (preferred).
- Coaching experience (preferred).
- Managing relationships in Salesforce CRM (preferred).
- Using online convening tools to work collaboratively, build online communities, and facilitate webinars/trainings (preferred).

Ideal candidates will demonstrate evidence of the following characteristics:

- Energetic, innovative, creative self-starter with attention to detail.
- Dedication to continuous improvement and a culture of learning.
- Understanding of, and a commitment to advancing the mission, core values, and learning organization principles of ELP and the antiracist program values of the RAY Fellowship.
- Ability to connect with other people's passions.
- Strong interpersonal skills: courtesy, tact, patience and team orientation; team player with a sense of humor.

HIRING PROCESS AND TIMELINE

- To be considered, please submit your résumé and cover letter through our [Application Page](#).
- Applications will be reviewed on a rolling basis with a priority date of April 1st, 2021.
- The first round of interviews will be 30 minutes in length, via phone in April.

- Finalists will be invited to a second-round virtual one-hour interview with multiple members of our team. If you are invited for a second round interview, we may ask for work samples relevant to this position.
- The intended start date of this position is May 15th, 2021

ELP'S NON-DISCRIMINATION POLICY

ELP is committed to the principles of being an equal opportunity employer (EOE). ELP's organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.