



Boards & Commissions Project Manager Job Description

Conservation Voters of South Carolina is the political voice of South Carolina's environmental community. CVSC is a bipartisan, non-profit organization that, along with its sister organization the CVSC PAC, passes laws that protect our environment, elects pro-conservation candidates, and holds elected officials accountable. The CVSC Education Fund also works to educate and engage South Carolinians "to protect the South Carolina we love." We effectively fight for our air, land, and water through bipartisan and pragmatic political action.

Scope of Position: CVSC seeks a highly motivated person to join us as our new Boards & Commissions Project Manager and lead the creation and implementation of a Boards & Commissions Fellowship Program. The position will identify, develop, and support community leaders to serve on local boards and commissions, ensuring these important governing bodies reflect both the diversity of South Carolina and the core conservation values. In close coordination with CVSC staff and our 80+ community and organizational partners, the Project Manager will recruit participants, create and tailor the curriculum, recruit speakers and trainers, facilitate the placement or appointment of fellows, and provide ongoing support to fellows in their public service.

The ideal candidate is well networked in South Carolina among community organizations and leaders, has a clear understanding of the workings of boards and commissions, is invested in leadership development opportunities, and has worked closely with a wide range of stakeholders, including those in low-wealth communities and communities of color.

The position will report to the Strategic Partnerships Director and work closely with CVSC's Project Managers and Government Relations team to engage coalition partners in both shaping and implementing the fellowship program.

Location: The position must be based in South Carolina (non-negotiable), but may be performed remotely from within the state. CVSC has a physical office in Columbia. Occasional day and overnight travel will be required.

Specific Responsibilities:

- Serve as the lead staff for developing and implementing the organization's Boards & Commission Fellowship Program
- Identify candidates for the fellowship program, overseeing the interview and selection process.
- Develop and maintain relationships with a statewide network of content experts, consultants, and relevant partners to ensure relevant and high-quality content for raining sessions.
- Connect participants with policy makers, elected officials and campaign support leaders as part of the training.
- Coordinate the Fellowship Program's curriculum content with relevant staff at CVSC as well as with CVSC's community and organizational partners.
- Collaborate with relevant CVSC staff and community partners to help advocate for the appointment of participants to targeted boards and commissions.
- Create mechanisms for ongoing support of fellowship participants and appointed fellows.
- Publicly promote the fellowship program and support fundraising efforts to sustain the program

Required Qualifications

- At least 2-3 years of experience in training, facilitation, and/or community outreach, with a preferred expertise in leadership development and public service training programs.
- Demonstrated ability to develop collaborative, productive, respectful relationships with leaders and organizations representing a variety of interests and perspectives – including businesses, nonprofit organizations, and racially and socioeconomically diverse partners.
- Experience developing and leading training programs and curriculum, particularly with a focus on leadership development
- Experience building consensus among a wide-range of stakeholders regarding public policy.
- Experience with advocacy, grassroots organizing, and organizational development/capacity building.
- High emotional intelligence and interpersonal skills, including experience facilitating discussions to ensure all voices, experiences, and perspectives are shared, valued, and considered.
- Excellent written and verbal communication, including facilitation and public speaking.
- Strong attention to detail, fast and willing learner, strong organizational skills, and ability to follow up and meet deadlines.
- Demonstrated awareness of one's own cultural identity, views about difference, and the ability to learn and build on varying cultural and community norms. Shares our commitment to increasing racial justice and equity in our movement and organization, integrating these principles into all of the work we do and ensuring an inclusive organizational culture.
- A deep commitment to diversity, equity, inclusion, and justice that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability and socio-economic circumstance.

Preferred skills and qualifications

- A passion for conservation and environmental efforts to protect our air, land, and water.
- Knowledge and understanding of environmental issues and the types of policies used to advance environmental protection and climate action at the local, state, and federal level.
- Existing relationships in South Carolina politics and conservation and environmental organizations
- Political acumen and experience developing and implementing election and/or advocacy campaigns.

Work environment: CVSC is a mission-driven organization whose staff are deeply passionate about advancing environmental policy in a just and equitable way. We are seeking another effective, productive, enjoyable and highly ethical member of the team who will take responsibility and leadership for implementing assigned tasks.

Terms of employment: The position is full-time, contingent on continued funding (grants and individual donations). This includes a 40-hour workweek with the need for flexible scheduling, depending on the nature of an issue or timeframe. Occasional out of town travel will be required. CVSC is an Equal Opportunity Employer committed to a racially just, equitable and inclusive workplace.

Salary/Benefits: CVSC offers a competitive non-profit sector salary for this position in the \$47,500 - \$52,500 range, depending on qualifications. CVSC also offers a robust benefits package that includes full health, vision, dental, and short-term disability insurance, retirement contributions, and generous personal time off and state holiday schedules.

Application Instructions: Please submit your resume and a cover letter that addresses how your expertise matches the job description and why you want to work to protect the air, land, and water of South Carolina to jobs@cvsc.org with Boards & Commissions Project Manager in the subject line. The position will remain open until filled.