

# Collaborative Stewardship Starter & Builder Kit

## *Example: Collaborative Coordinator Position Description*

Golden Gate Biosphere Network

Network Coordinator

Position Description

### ***Golden Gate Biosphere Network Background***

The [Golden Gate Biosphere Network](#) (GGBN) is an internationally recognized partnership connecting a broad coalition of local, state, and federal agencies, tribal governments, conservation nonprofits, universities, working lands, community groups, and the private sector working to build harmonious relationships between people and nature.

Partners work to steward the land and seascapes of our Biosphere Region by designing and implementing collaborative conservation and sustainable management projects aimed at maintaining healthy lands and waters to ensure that our communities can enjoy the many benefits they provide. The GGBN also facilitates the sharing of knowledge at the regional, national, and international scales through participation in the U.S. Biosphere Network and World Network of Biosphere Reserves.

Specifically, the GGBN works to advance a number of goals in an effort to reach its vision:

- To connect communities and organizations who are working to build harmonious relationships between people and nature
- To work in a cross-boundary capacity to better steward the lands, waters, and rich biodiversity of our Biosphere Region
- To use scientific, indigenous, and local knowledge to model solutions for climate change resilience and sustainable development both locally and globally
- To strengthen the connections between our communities and the Biosphere Region in which they live, work, and play

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## **Position**

The Golden Gate Biodiversity Network Coordinator (Coordinator) works for [The Stewardship Network](#), the fiscal sponsor for this position. Headquartered in Ann Arbor, MI, the Stewardship Network is a 501(c)(3) nonprofit organization with a 20-year history of connecting, equipping, and mobilizing people and organizations to care for land and water in their communities. The Stewardship Network provides critical capacity through backbone support, training, fiscal sponsorship, and collaborative capacity building.

This new position is a full-time benefited position with initial 3-year funding. The ideal candidate is highly personable, an active listener and solution-seeker who leads with relationships and understands the transformative power of authentic collaboration. The position will be based out of the San Francisco Bay Area and will receive technical guidance and work plan priorities directly from the Golden Gate Biodiversity Network's Executive Team Liaison. The Coordinator will fulfill the following essential duties and functions:

## **Essential Duties & Functions**

### *Golden Gate Biosphere Network Coordination & Management*

- Coordinates GGBN activities to fulfill strategic goals and ensure core functions are being met.
- Creates, monitors, and adjusts GGBN's work plans with timelines to support strategic direction and task implementation for GGBN working groups.
- Supports Executive Committee in designing and facilitating internal meetings, plus meetings with participants and affiliates, as well as with prospective individuals, organizations, and collaborative partnerships to strategically advance GGBN goals and initiatives.
- Identifies and monitors emergent themes, challenges and/or opportunities across the GGBN, as well as GGBN champions to advance those themes.
- Serves as the main point of contact across GGBN to disseminate, receive, and record information relevant to governance, practice and performance of the GGBN.

### *Executive Committee & Partners Group Coordination*

- Oversees scheduling; develops agendas, designs and co-facilitates executive committee, partners group and subcommittee meetings, and documents content and tracks tasks, decision-points and key action items.
- Assembles and disseminates necessary pre-meeting materials for Committees and Partners Group.
- Coordinates with meeting speakers, consultants and project managers to disseminate associated materials and products.

### *GGBN Convenings, Peer Exchange, & Connectivity*

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- Fosters relationships and trust-building among GGBN participants, facilitates discussions to resolve conflicts, promote shared understanding and seek multi-benefit solutions, and ensures that connections across the GGBN are healthy and strengthened.
- Designs program content and leads planning efforts for in-person and virtual GGBN convenings that reflect strategic direction, shared priorities and interests across GGBN participants.
- Administers GGBN peer exchange programming for GGBN members and affiliates to share learnings and workshop shared challenges across geographies and jurisdictions.
- Facilitates and builds relationships and strengthens connective tissue of the GGBN.
- Delivers presentations representing the GGBN to professional audiences, stakeholders, partners, conferences, and the broader community.

#### *Communications, Fundraising & Information Management*

- Implements and adapts the GGBN's Communications Strategy
- Develops and maintains content on the GGBN's website; implementing improvements in collaboration with GGBN members.
- Maintains the GGBN member and affiliates database.
- Establishes and maintains a GGBN filing and document storage system.
- Works closely with the Fundraising Subcommittee to identify and apply for strategic funding opportunities including leading GGBN grant preparation and submission.

#### *Budget, Contract & Reimbursement Management*

- Manages GGBN capacity budget to track, and meet needs to sustain backbone coordination support, GGBN consulting support, and execute GGBN gatherings and events.
- Provide honorariums for various types of GGBN participation, and support processing of requests.
- Track reimbursement requests for GGBN-related expenses and support processing of requests.

#### *Supervision*

- This position does not have supervisory responsibilities. It is likely that the Coordinator will oversee interns starting in 2023.

#### *Physical Requirements and Work Environments*

- Work is performed in an office and outdoor setting.
- Work is primarily performed standing or walking.
- Regularly sits at a computer station and operates electronic equipment.

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## ***Requirements & Desired Qualifications***

- Exceptional interpersonal and collaborative leadership skills. Considers and responds appropriately to the needs and capabilities of diverse members and situations; is tactful and treats others with respect; relates effectively to others when encountering difficult situations.
- Exceptional communication skills. Speaks clearly and effectively; is thoughtful and persuasive; writes clearly and informatively; varies writing style to meet needs; comfortable developing graphic communications; strong attention to detail.
- Demonstrated partnership support or coordination. Develops tools, systems and processes to support the delivery of outcomes through partnerships; identifies external issues and opportunities; adapts to changing conditions; and successfully addresses conflict.
- Strong initiative and self-driven. Exhibits confidence in self and others; inspires and motivates others to perform well; manages time efficiently; self-directed and works well both alone and in groups.
- Demonstrated experience with facilitation, conflict resolution and multi-party communication skills strongly preferred
- Demonstrated cultural competency and ability to work successfully with diverse members and volunteers, and with engaging community members across a broad range of experiences. Thrives in an inclusive and collaborative work environment.
- Exemplifies a spirit of teamwork. Pitches in and contributes to achieving group goals; supports everyone's efforts to succeed; balances team and individual responsibilities.
- Proficient in MS Office Suite as well as shared document platforms (MS SharePoint, Google Drive)
- Proficient in videoconferencing technology as a means to connect and facilitate multi-party conversations (Zoom, MS Teams, Google Meet, Whova, Hopin, etc.)
- Experience with ecology, climate science and environmental stewardship and planning.

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### *Education*

- Background in social science, ecology, environmental science, program coordination, community organizing, policy and administration and/or multi-stakeholder facilitation and conflict resolution
- Bachelor's Degree or three years of demonstrated experience preferred

### *Location*

- San Francisco Bay Area, likely southern Marin
- Vehicle required, mileage reimbursement provided

### *Compensation*

- Annual salary ranges between \$X - \$X based upon qualifications and experience.
- Full medical, dental, and vision with organizational matching to a simple IRA.

The Stewardship Network is an Equal Opportunity Employer. Recruitment, placement and promotions are conducted without regard to an individual's race, color, religion, sex, national origin, age, physical handicap, veteran status or sexual orientation, or any other classification protected by Federal, State, and local laws & ordinances. All qualified applicants are encouraged to apply.

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